

ROUTING AND RECORD SHEET

P 645

SUBJECT: (Optional)

Furniture Management Reform Program

FROM:

James H. McDonald
Director of Logistics

EXTENSION

NO.

DATE 21 MAR 1980

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Deputy Director for Administration
2. 7D24 Headquarters

3-24

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APPROVAL

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4. Director of Logistics

25 MAR 1980

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to 6: PD and
SS are jointly taking
follow-up action on
recommendations.

OL 0-1306

80-0710/1

21 MAR 1980

MEMORANDUM FOR: Deputy Director for Administration

FROM: James H. McDonald
Director of Logistics

SUBJECT: Furniture Management Reform Program

1. Action Requested: This memorandum provides information concerning the implementation of GSA's "Furniture Management Reform Program" and a recommendation for the approval of the Deputy Director for Administration.

2. Summary:

a. On 11 October 1979, GSA imposed a Government-wide moratorium on the procurement of furniture pending a review of existing Government furniture assets and procedures (Paragraph 3.a.).

b. In February 1980, GSA presented a five-point management program to the Office of Management and Budget (OMB) for approval (Paragraph 3.b.). The principal points are:

- Require that each agency develop a detailed Furniture Expense Plan for fiscal year 1981 for review and approval by GSA and OMB.
- Require that GSA and each agency jointly develop an inventory schedule of all furniture stocks in each agency's possession.
- Continue the moratorium on procurement of furniture pending completion and approval of each agency's Furniture Expense Plan.

c. On 27 February 1980, OMB endorsed GSA's program and issued Bulletin 80-6, which prohibits the purchase of furniture pending satisfactory compliance with GSA's program (Paragraph 3.d.).

OL 0-1306

SUBJECT: Furniture Management Reform Program

d. GSA has granted exceptions for the procurement of safes and for overseas requirements (Paragraph 3.e.).

e. On 14 March 1980, GSA verbally exempted CIA from the requirement of forwarding purchase orders to GSA (Paragraph 3.g.) and from the necessity of conducting a joint GSA-CIA survey of agency furniture stocks (Paragraph 3.g.).

f. The GSA-OMB program will have the following adverse impact on this Agency's operations:

- We will be unable to support, on a timely basis, Headquarters and [] station requirements for furniture, except for whatever is available in Agency stocks (Paragraph 4.a.).
- The development of an Expense Plan will require a major expenditure of scarce personnel resources and will require disclosure of classified information to uncleared GSA and OMB personnel (Paragraphs 4.d. and 4.e.).
- The Expense Plan may open this Agency to a collateral attack by an FOIA request to GSA (Paragraph 4.d.).
- It is not certain that GSA's program will be limited to furniture (Paragraph 4.f.).

g. This Agency should seek an exemption from the Furniture Management Reform Program based on our need to protect classified national security information; i.e., staffing levels, covert facilities, and sources and methods.

3. Background:

a. On 11 October 1979, GSA imposed a moratorium on the procurement of furniture, except for emergency requirements, pending a review of existing Government furniture assets and procedures (Attachment 1). On 19 October 1979, GSA expanded the moratorium's coverage by inclusion of furnishings (Attachment 2). Subsequently, GSA permitted purchases of furniture and furnishings from the National Industries for the Blind and Severely Handicapped. It also permitted procurements under Federal Supply

SUBJECT: Furniture Management Reform Program

Schedule contracts, provided the procuring agency determined the procurement was essential to meet a current need and that a copy of any resulting purchase order was forwarded to GSA (Attachment 3).

b. During the period October 1979 - February 1980, GSA reorganized its management procedures for the purchase and utilization of furniture. By letter, dated 6 February 1980 (Attachment 4), the Administrator advised the Director, OMB, that GSA was prepared to initiate a five-point management program as follows:

(1) Fix responsibility at a high level in GSA and in each agency for the management of furniture and other high-value, high-demand personal property.

(2) Institute immediately an intensive management program over all high-value, high-demand furniture items, titled Operation VALIDATE.

(3) Institute special procedures to assure full use of furniture reported as excess, and of furniture not in use which is held by individual agencies, titled CLEAN SWEEP.

(4) Systematically determine the furniture requirements of each agency, and develop Expense Plans for approval by OMB and enforcement by GSA.

(5) Continue vigorous efforts to improve furniture quality control procedures while insisting on simple but realistic specifications for furniture.

c. A GSA internal memorandum, dated 11 February 1980 (Attachment 5), provides an insight into the seriousness with which GSA and OMB are pursuing this program. The following information is extracted therefrom:

Page 2: OMB will require each agency to submit a Furniture Expense Plan as part of its budget submission. Furniture may not be purchased until the plan is approved by OMB.

SUBJECT: Furniture Management Reform Program

Page 2: Each agency is to appoint a "Property Management Officer" (PMO) with knowledge, stature, authority and accountability required to assure realistic planning of requirements and effective supervision over the acquisition and utilization of furniture and other high-value personal property.

Page 3: Operation VALIDATE:

- (a) Initiate intensive management program over a control group of 729 items having a useful life in excess of one year.
- (b) Within the control group, 249 high-value items will require:
 - 1. Separate property records.
 - 2. Special high-level agency validation prior to effecting a purchase.
 - 3. Itemization by line item in the annual Expense Plan submitted to GSA and OMB.

Page 4: Operation CLEAN SWEEP:

- (a) Agency PMO's will receive Government-wide listings of excess furniture for screening.

Page 5: (b) GSA and each agency will jointly survey agency-held furniture resources and:

- 1. Document the purpose for which the stocks are being held.
- 2. Determine whether justified.
- 3. Return to GSA stocks not fully justified.

Page 5: EXPENSE PLAN:

- (a) PMO's and GSA will develop techniques of forecasting requirements.

SUBJECT: Furniture Management Reform Program

Page 6: (b) Develop a reporting plan against which the approved Expense Plan for each agency can be monitored.

d. By letter, dated 27 February 1980 (Attachment 6), the Director, OMB, informed Senator Chiles that OMB endorses GSA's actions outlined above and further states that he is immediately..."freezing the procurement of furniture by agencies." The freeze..."will be lifted as soon as agency Furniture Expense Plans are approved by OMB." The aforementioned policy was published in OMB's Bulletin No. 80-6 dated 27 February 1980 (Attachment 7). OMB, by letter dated 12 March 1980 (Attachment 8), established the procedures to be followed in review and approval of each agency's Furniture Expense Plan. It specifically assigns to GSA responsibility for monitoring agency furniture procurement against the approved plan.

e. The OMB Bulletin grants GSA authority to make exceptions to the freeze in unusual circumstances. To date, GSA has authorized nine exceptions (Attachment 9). The following exceptions are relevant to this Agency's requirements:

(1) Requisitions for items supplied by the National Industries for the Blind and Severely Handicapped.

(2) Items ordered directly by agencies from Federal Prison Industries.

(3) Those items in Federal Supply Class 7110 that are neither office nor household furniture (safes, school and library furniture).

(4) Export orders with Issue Priority Code 01 through 08.

f. On 14 March 1980 Messrs. [] DC/SD/OL, and [] C/PD/OL, attended a briefing at GSA concerning the status of GSA's actions concerning the "Furniture Management Reform Program" and to provide agency PMO's with advance copies of documentation formats that are to be utilized in developing agency Furniture Expense Plans for fiscal year 1981 (Attachment 10). The following guidance was given:

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SUBJECT: Furniture Management Reform Program

- (1) Operation VALIDATE (new procurements).
 - (a) GSA is willing to grant additional exceptions on a case-by-case basis.
 - (b) All furniture requirements are included regardless of dollar value.
- (2) Operation CLEAN SWEEP (survey of existing stock).
 - (a) Agency furniture stocks expected to be utilized within 12 months are protected.
 - (b) Surveys of agency furniture stocks will begin on 31 March 1980.
- (3) Expense Plan.
 - (a) Agency plan must specifically address the 249 high-value items; the balance of 480 items in the control group may be aggregated.
 - (b) GSA does not expect each agency to conduct a physical inventory for the fiscal year 1981 Expense Plan; any reasonable forecast model based on projected staff levels and charges will be acceptable.
 - (c) Each agency's budget submission must identify furniture, otherwise an agency will be prohibited from procuring furniture.

g. Subsequent to the briefing, Mr. Paul Agin, Director of the National Furniture Center, Requirements and Supply, GSA, was requested and he verbally relieved this Agency from the requirement to forward copies of purchase orders to GSA. He tentatively agreed to the granting of a blanket exception for furniture procurements in support of Agency classified domestic facilities and in those cases where unvouchered funds are employed. He stated that he will discuss these matters with

SUBJECT: Furniture Management Reform Program

Mr. H. McCarthy, Deputy Commissioner, Requirements and Supply, GSA, and communicate GSA's decision as soon as possible. Discussions also took place with Mr. Lee Harper, Chairman of Project CLEAN SWEEP, concerning the need for a survey by GSA personnel of furniture stocks in our depots. Mr. Harper saw no requirement for a physical survey by GSA personnel, provided responsible CIA personnel performed the survey and the results are certified to GSA.

4. Discussion:

a. The policy enunciated by OMB Bulletin 80-6 essentially has brought Agency acquisition of furniture to a halt. Although it remains possible to support overseas activities, the support of Headquarters [] facilities on a timely basis is not possible. The procurement of furniture, not falling within the exceptions listed in Paragraph 3.e., is subject to prior review and approval by GSA. GSA has stated that approvals will only be granted on a case-by-case basis.

b. This situation will continue until the Agency prepares an Expense Plan for furniture acquisitions for fiscal year 1981 or we are exempted. GSA has stated that it will accept an estimate of Agency holdings of furniture in the control group of 729 items. However, GSA will require information concerning the methodology upon which the estimate is based. It is our understanding that a physical inventory of Agency furniture holdings will be required for fiscal year 1982. Information provided, either as a basis for estimates or as a result of an actual physical inventory, can be used to develop a precise estimate of Agency staff levels. This was verified by a GSA official who has developed a statistical model of GSA for its internal furniture management program.

c. It is my belief that the submission of an Expense Plan to GSA and subsequent monitoring of any approved plan raise significant security and resource issues. As previously stated, information concerning staff levels and organizational changes may be extrapolated by an analysis of such a plan. It is assumed that GSA will employ a computer in managing this Government-wide program. Thus, it will be difficult for GSA to restrict access to information concerning CIA. Further, GSA may be subjected to Freedom of Information Act requests for information relating to CIA.

SUBJECT: Furniture Management Reform Program

d. This Agency purchases furniture by use of both classified and unclassified contracts. Although GSA has verbally agreed that CIA is not required to submit copies of its contracts to GSA, it is not certain that such a policy is permanent, since GSA review of agency furniture contracts will be the primary tool for monitoring actual furniture purchases against each Expense Plan.

e. The creation of physical inventory records of all furniture in use will require a significant expenditure of scarce personnel on a world-wide basis. This Office is not in a position to undertake such a program without substantial augmentation of personnel.

f. It is not certain that this program will be limited to furniture. GSA, in its 6 February 1980 letter to OMB, specifically makes mention to the need for better management of "...other high-value personal property items..." GSA is currently reviewing the need for assuming total responsibility for the acquisition of typewriters in lieu of permitting agencies to purchase units under Federal Supply Schedule contracts (Attachment 12). It is conceivable that GSA and OMB will require Expense Plans on other categories of personal property in the future.

5. Conclusion: It is my belief that this Agency should request an exemption from the Furniture Management Reform Program. The basis for the exemption should be the need to protect classified information concerning Agency staff levels and its organizational makeup. There is also a significant question concerning sources and methods employed in supporting non-official cover facilities.

6. Recommendation: In view of the foregoing, it is recommended that this Agency seek a waiver from the Furniture Management Reform Program from OMB and GSA. If you concur, the necessary memoranda will be prepared by this Office. The request will evidence this Agency's intention to abide by the OMB-GSA guidance as far as possible. We are in the process of preparing a Headquarters Notice for your signature informing all Agency employees of the OMB-GSA freeze concerning the acquisition of new furniture. The notice will communicate our intention to adhere to the OMB-GSA guidelines as far as practicable, including the use of current furniture stocks.

SUBJECT: Furniture Management Reform Program

Exceptions to this policy will require the approval of an Operating Official and the Director of Logistics.

[Redacted Signature]

James H. McDonald

Atts

APPROVED:

[Redacted Signature]

Deputy Director for Administration

7-24-80

Date

Distribution:

- Orig - Return to OL (Official), w/atts
- 2 - DDA, w/atts

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FM R G FREEMAN III ADMINISTRATOR GSA WASH DC 20405

TO RUEVDFL/2/HON BOB BERGLAND SECY OF AGRICULTURE WASH DC 20250

RUEVDES/HON JUANITA M KREPS SECY OF COMMERCE WASH DC 20230

RUEKJCS/HON HAROLD BROWN SECY OF DEFENSE WASH DC 20301

RUEAHQA/HON HANS MARK SECY OF THE AIR FORCE WASHDC 20301

RUEADWD/HON CLIFFORD L ALEXANDER SECY OF THE ARMY WASH DC 20310

RUENAAA/HON R J WOOLSEY ACTG SECY OF THE NAVY WASHDC 20350

RUEVDEP/HON PATRICIA ROBERTS HARRIS SECY OF HEALTH EDUC AND WELFARE
WASH DC 20201

RUEVDFH/HON MOON LANDRIEU SECY DESIGNATE OF HUD WASH DC 20410

RUEVDEG/2/HON CECIL D ANDRUS SECY OF THE INTERIOR WASH DC 20240

RUEBWJA/HON BENJAMIN R CIVILETTI ATTY GENERAL DEPT OF JUSTICE WASHDC

RUEVDEC/HON RAY MARSHALL SECY OF LABOR WASH DC 20210

RUEHC/2/HON CYRUS R VANCE SECY OF STATE WASH DC 20520

RUEVDEY/HON G WILLIAM MILLER SECY OF THE TREASURY WASHDC 20220

7108229288/HON SAM BROWN DIR ACTION WASH DC 20525

RUEBDUA/GENERAL MARK W CLARK USA (RET) CHRMN AMERICAN BATTLE MONUMENTS
COMMISSION WASH DC 20314

7109229066/HON MARVIN S COHEN CHRMN CIVIL AERONAUTICS BOARD WASH DC

RUEAIIA/ADMIRAL STANFIELD TURNER USN DIR CIA WASH DC 20505

RUEVFBN/HON ELEANOR HOLMES NORTON CHAIR EQUAL EMPLOYMENT OPPORTUNITY
COMMISSION WASH DC 2050689461/HON JOHN L MOORE JR PRES AND CHRMN EXPORT-IMPORT BANK OF U.S.
WASH DC 20571

RUEVDFL/2/HON DENNIS S LUNDGAARD CHRMN FARM CREDIT ADMIN WASH DC 20578

7108220160/HON CHARLES B FERRIS CHRMN FCC WASH DC 20554

7108221102/HON ANITA MILLER ACTG CHRMN FEDERAL HOME LOAN BANK BOARD
WASH DC 20552

89483/HON RICHARD J DASCHBACH CHRMN FEDERAL MARITIME COMMISSION WASHDC

892303/HON MARION S BARRY JR MAYOR OF THE DISTRICT OF COLUMBIA WASHDC

RHEGDOE/HON CHARLES B CURTIS CHRMN FEDERAL ENERGY REGULATORY COMMISSION
WASH DC 20426

7108229235/HON PAUL A VOLCKER CHRMN FEDERAL RESERVE SYSTEMS WASHDC 20551

7108229273/HON ELMER B STAATS COMPTROLLER GEN OF THE U.S. GAO WASHDC

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PAGE 002

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EF/HON JOHN J BOYLE PUBLIC PRINTER GOVT PRINTING OFC WASHDC 20402
 EL/HON DOUGLAS M COSTLE ADMINISTRATOR EPA WASH DC 20460
 220185/HON DANIEL J BOORSTIN LIBRARIAN OF CONGRESS WASH DC 20540
 ANAT/HON ROBERT A FROSCH ADMINISTRATOR NASA WASH DC 20546
 VDEL/HON JOHN H FANNING CHRMN NATL LABOR RELATIONS BRD WASH DC 20570
 2710/HON ROBERT O HARRIS CHRMN NATL MEDIATION BRD WASH DC 20570
 2742/HON DANIEL O'NEAL JR CHRMN ICC WASH DC 20423
 UEVEGL/HON GRACIELA OLIVAREZ DIR COMMUNITY SVCS ADMIN WASH DC 20506
 RUEADWW/HON JAMES T MCINTYRE DIR OFC OF MGMT AND BUDGET WASHDC 20503
 892310/HON J BRUCE LLEWELLYN PRES OVERSEAS PRIVATE INVEST CORP WASH DC
 RUEBPAA/MAJOR GEN HAROLD R PARFITT PRES PANAMA CANAL CO WASH DC 20004
 RUCHLDB/HON WILLIAM ADAMS CHRMN RAILROAD RET BRD 844 RUSH ST CHICAGO
 IL 60611
 RUEVDER/HON HAROLD M WILLIAMS CHRMN SECC WASH DC 20549
 RUEVFYU/HON ROBERT E SHUCH ACTG DIR SELECTIVE SVC SYS WASH DC 20435
 89495/MS S DILLON RIPLEY SECY SMITHSONIA INST WASH DC 20560
 RUCHNYD/HON S DAVID FREEMAN CHRMN TENNESSEE VALLEY AUTHORITY NEW
 SPRANKLE BLDG KNOXVILLE TN 37902
 RUEHC/2/HON GEORGE M SEIGNIOUS II DIR US ARMS CONTROL & DISARMAMENT AGCY
 WASH DC 20451
 RUEVDEG/2/HON ALAN K CAMPBELL DIR OFC OF PERSONNEL MANAGEMENT WASH DC
 RUEHIA/HON JOHN E REINHARDT DIR INTL COMMUNICATION AGCY WASH DC 20547
 RUEVDFB/HON WILLIAM F BOLGER POSTMASTER GEN U.S. POST OFC WASHDC 20260
 7108229507/HON JOSEPH O PARKER CHRMN US INTL TRADE COMM WASH DC 20436
 RUEVDHB/HON MAX CLELAND ADMINISTRATOR OF VETERANS AFFAIRS WASH DC
 20420
 RHEGNRC/HON JOSEPH M HENDRIE CHRMN US NUCLEAR REG COMM WASH DC 20555
 RUEVFTI/HON CHARLES W DUNCAN JR SECY OF ENERGY WASH DC 20545

BT

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BASED UPON MY REVIEW AS WELL AS RECENT PUBLIC DISCLOSURES,
 I AM AWARE THAT A NUMBER OF AGENCIES ARE STORING SUBSTANTIAL
~~QUANTITIES OF NEW AND USED FURNITURE FOR FUTURE USE. NEW~~
 FURNITURE IS BEING REQUISITIONED FROM GSA WITHOUT VERIFYING
 WHETHER THE SAME FURNITURE MAY BE AVAILABLE THROUGH EXCESS
 CHANNELS, OR WITHOUT NECESSARILY GIVING CONSIDERATION TO
 REHABILITATING EXISTING FURNITURE. THIS PRACTICE RESULTS IN
~~EXCESSIVE EXPENDITURES FOR PROCUREMENT AS WELL AS STORAGE~~
 SPACE.

I THEREFORE REQUEST THAT YOU PERSONNALLY REVIEW THE MATTER

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PAGE 003

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TOR: ~~TTT 1464 OCT 79~~

WITH YOUR PURCHASING OFFICES AND REEXAMINE ALL OF YOUR CURRENT AND FUTURE NEEDS FOR FURNITURE AND TO INSURE THAT THEY ARE IN STRICT COMPLIANCE WITH 41CFR 101-25.104, 101-26.101, AND 101-43.3 BEFORE SUBMITTING ANY FURNITURE REQUISITIONS TO GSA OR BEFORE PLACING ANY ORDERS UNDER EXISTING SCHEDULES. REQUISITIONS SHOULD BE PLACED ONLY FOR EMERGENCY REQUIREMENTS AND WITH THE APPROVAL AT SECRETARIAL LEVEL UNTIL WE ARE ABLE TO REVIEW AND IDENTIFY ALL FURNITURE CURRENTLY ON HAND AND AVAILABLE FOR USE. ~~THIS REVIEW WILL TAKE APPROXIMATELY 3 MONTHS.~~

I AM CERTAIN YOU SHARE MY CONCERN FOR ECONOMY AND EFFICIENCY IN GOVERNMENT OPERATIONS. ~~THIS IS ONE AREA WHERE A LITTLE SACRIFICE IN THIS INFLATIONARY PERIOD COULD RESULT IN SUBSTANTIAL SAVINGS. THANK YOU FOR YOUR COOPERATION.~~

DDA
let's cooperate
8/
15 OCT 79

END OF MESSAGE

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FM R G FREEMAN III, ADMINISTRATOR GENERAL SERVICES ADMINISTRATION WASHDC
TO RUEVDFL/HON BOB BERGLAND SECY OF AGRIC WASHDC
RUEVDES/HON JUANITA M. KREPS SECY OF COMMERCE WASHDC
RUEKJCS/HON HAROLD BROWN SECY OF DEFENSE WASHDC
RUEAHQA/HON HANS MARK SECY OF THE AIR FORCE WASHDC
RUEADWD/HON CLIFFORD L ALEXANDER SECY OF THE ARMY WASHDC
RUENAAA/HON EDWARD HIDALGO ACTG SECY OF THE NAVY WASHDC
RUEVDEP/HON PATRICIA HARRIS SECY DHEW WASHDC
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RUEVDEG/HON CECIL ANDRUS SECY OF INTERIOR WASHDC
RUEBWJA/HON BENJAMIN CIVILETTI ATTY GEN DEPT OF JUSTICE WASHDC
RUEVDEC/HON RAY MARSHALL SECY OF LABOR WASHDC
RUEHC/HON CYRUS VANCE SECY OF STATE WASHDC
RUEVDEY/HON G WILLIAM MILLER SECY OF TREASURY WASHDC
7108229288/HON SAM BROWN DIR ACTION WASHDC
RUEVDEE/HON ROBERT A ANTHONY CHMN ADMIN CONFERENCE OF THE US 2120 L ST
NW WASHDC 20037
RUEBDUA/GEN MARK CLARK USA CHMN AMERICAN BATTLE MONUMENT COMMISSION
WASHDC
RUEVDEE/HON ROBERT SCOTT FEDERAL COCHAIRMAN APPALACHIAN REGNL COMMISSION
WASHDC 20235
7108229066/HON MARVIN COHEN CHMN CAB WASHDC
RUEAIIA/ADM STANSFIELD TURNER DIR CIA WASHDC
RUEVDEE/HON J CARTER BROWN CHMN COMMISSION OF FINE ARTS WASHDC 20006
RUEVDEE/HON ARTHUR S FLEMMING CHMN COMMISSION ON CIVIL RIGHTS WASHDC
20425
RUEVDEE/HON SUSAN KING CHMN CONSUMER PRODUCT SAFETY COMMISSION 1750 K ST
NW WASHDC 20207
RUEVDEE/HON CHARLES SCHULTZE CHMN ECONOMIC ADVISERS WASHDC 20506
RUEVDEE/HON CHARLES WARREN CHMN COUNCIL ON ENVIROMENTAL QUALITY
WASHDC 20006
RUEVFBM/HON ELEANOR HOLMES NORTON EEOC WASHDC
89461/HON JOHL MOORE JR PRES AND CHMN EXPORT-IMPORT BK OF THE US WASHDC

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7108221102/HON ANITA MILLER ACTG CHMN FED HOME LOAN BK BD WASHDC
89483/HON RICHARD DASCHBACH CHMN FED MARITIME COMM WASHDC
RUEVDEE/HON MARION BARRY JR MAYOR OF DIST OF COLUMBIA WASHDC 20004
RUEVDEE/HON WAYNE HORVITZ NATL DIR, FED MEDIATION AND CONCILIATION SVC
WASHDC 20427
RHEGDOE/HON CHARLES CURTIS CHMN FED ENERGY REG COMMISSION WASHDC
7108229235/HON PAUL VOLCKER CHMN FED RES SYS WASHDC
RUEVDEE/HON MICHEAL PERTSCHUK CHMN FEDERAL TRADE COMMISSION WASHDC
20580
RUEVDEE/HON RICHARD YARBOROUGH CHMN FOREIGN CLAIMS SETTLEMENT COMMISSION
WASHDC 20579
7108229273/HON ELMER STAATS COMPTROLLER GEN OF THE US GAO WASHDC
RUEVDEF/HON JOHN BOYLE PUBLIC PRINTER GPO WASHDC
RUEVFEL/HON DOUGLAS COSTLE ADMIN EPA WASHDC
7108220185/HON DANIEL BOORSTIN LIBRARIAN OF CONGRESS LIBRARY OF CONGRESS
WASHDC
RUEANAT/HON ROBERT FROSCHE ADMIN NASA WASHDC
RUEVDEE/HON LAWRENCE CONNELL ADMINISTRATOR NATL CREDIT UNION ADMIN
WASHDC 20456
RUEVDEE/HON LIVINGSTON BRIDDLE JR CHMN NATL ENDOWMENT FOR THE ARTS
2401 E ST NW WASHDC 20506
RUEVDEE/HON JOSEPH DUFFEY CHMN, NATIONAL ENDOWMENT FOR THE
HUMANITIES WASHDC 20506
RUEVDEL/HON JOHN FANNING CHMN, NLRB WASHDC
892710/HON ROBERT HARRIS CHMN NATL MEDIATION BD WASHDC
892742/HON A DANIEL ONEAL JR CHMN ICC WASHDC
RUEVEGL/HON GRACIELA OLIVAREZ DIR COMMUNITY SVCS ADMIN WASHDC
RUEADWW/HON JAMES MCINTYRE DIR OFC OF MGMT AND BUDGET WASHDC
892310/HON J BRUCE LLEWELLYN PRES. OVERSEAS PRIVATE INV CORP WASHDC
RUEBPAA/MAJ GEN HAROLD PARFITT PRES. PANAMA CANAL CO WASHDC 20004
RUCHLBD/HON WILLIAM ADAMS CHMN RRB 844 RUSH ST CHICAGO IL
RUEVDER/HON HAROLD WILLIAMS CHMN SEC WASHDC
RUEVFYU/HON ROBERT SHUCK ACTG DIR SELECTIVE SERVICE SYS WASHDC
RUEVDEE/HON VERNON WEAVER ADMIN, SMALL BUSINESS ADMINISTRATION WASHDC
20416
RUEVDEE/HON TIMOTHY CLEARY CHMN OCCUPATION SAFETY AND HLT REVIEW
COMMISSION WASHDC 20006
89495/MR S DILLON RIPLEY SECY SMITHSONIAN INST WASHDC

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PAGE 003

NC 3257094

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RUCHNYD/HON S DAVID FREEMAN CHMN TVA NEW SPRANKLE BLDG KNOXVILLE TN
 RUEHC/HON GEORGE SEIGNIOUS II DIR US ARMS CONTROL AND DISARMAMENT
 AGENCY WASHDC

RUEVDEG/HON ALAN CAMPBELL DIR OFC OF PERSNL MGMT WASHDC
 RUEHIA/HON JOHN REINHARDT DIR ICA WASHDC
 RUEYDFB/HON WILLIAM BOLGER PM GEN US POSTAL SVC WASHDC
 7108229507/HON JOSEPH O PARKER CHMN US INTNL TRADE COMM WASHDC
 RUEVDHB/HON MAX CLELAND ADMIN OF VETERANS AFFAIRS WASHDC
 RHEGNRC/HON JOSEPH M HENDRIE CHM US NRC WASHDC
 RUEVFTJ/HON CHARLES DUNCAN JR SECY OF ENGERY WASHDC
 892742/HON A DANIEL ONEAL JR CHMN ICC WASHDC
 INFO RUGSGAA/ALL REGIONAL ADMINISTRATORS GSA
 BT

UNCLAS

SUBJ: VALIDATION OF FURNITURE REQUIREMENTSREF: GSA TWX 111550Z 10/11/79

BY TWX ON 10/11/79, YOU WERE ASKED TO REASSESS YOUR REQUIREMENTS AND
 FUTURE NEEDS NATIONWIDE FOR FURNITURE ITEMS TO ENSURE STRICT COMPLIANCE
 WITH THE CODE OF FEDERAL REGULATIONS. THIS REQUEST INCLUDES GSA-MANAGED
FURNITURE AND RELATED ITEMS IN THE FOLLOWING CLASSES:

FSC COMMODITY

- 4110 - REFRIGERATION EQUIPMENT
- 6230 - ELECTRIC PORTABLE AND HAND LIGHTING EQUIPMENT (EXCEPT FLASH-
LIGHTS)
- 7105 - HOUSEHOLD FURNITURE
- 7110 - OFFICE FURNITURE
- 7125 - CABINETS, LOCKERS, BINS AND SHELVING
- 7195 - MISCELLANEOUS FURNITURE AND FIXTURES
- 7210 - HOUSEHOLD FURNISHINGS
- 7220 - FLOOR COVERINGS
- 7230 - DRAPERIES, AWNINGS AND SHADES
- 7310 - FOOD COOKING, BAKING AND SERVING EQUIPMENT
- 7330 - KITCHEN HAND TOOLS AND UTENSILS

REQUISITIONS WILL BE ACCEPTED FOR EMERGENCY REQUIREMENTS UPON
APPROVAL AT THE SECRETARIAL LEVEL EXCEPT FOR EMERGENCIES RELATED TO
NATURAL DISASTERS, EMERGENCY PREPAREDNESS, WILDFIRE SUPPRESSION
PROGRAM, AND OVERSEAS HIGH PRIORITY (01 - 08) REQUISITIONS WHICH
WILL BE CONSIDERED ON A CASE-BY-CASE BASIS BY THE GSA REGIONAL
ADMINISTRATOR.

VALIDATIONS FOR EMERGENCY REQUIREMENTS ARE TO BE SUBMITTED BY MAIL

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OR TELEGRAM TO THE APPROPRIATE REQUISITION PROCESSING AND CONTROL
ACTIVITY IN THE CUSTOMER'S SUPPORT REGION.
RESULTS OF YOUR REVIEW OF YOUR AGENCIES' NEEDS SHOULD BE PROVIDED
TO GSA (FSS-F) WITHIN 45 DAYS.
PLEASE REFER ANY INQUIRIES CONCERNING THIS MATTER TO THE NATIONAL
FURNITURE CENTER (FSS-FN), (703) 557-0503.

ATTACHMENT
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Approved For Release 2003/05/23 : CIA-RDP83-00957R000100090011-7

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ACTION: LOGS (932)

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FM R G FREEMAN III ADMINISTRATOR GSA WASH DC
TO RUEVDFL/2/HON BOB BERGLAND SECY OF AGRIC WASHDC
RUEVDES/1/HON LUTHER HODGES ACT SECY OF COMMERCE WASHDC
RUEKJCS/1/HON HAROLD BROWN SECY OF DEFENSE WAS?DC
RUEAHQA/1/HON HANS MARK SECY OF THE AIR FORCE WASHDC
RUEADWD/1/HON CLIFFORD L ALEXANDER SECY OF THE ARMY WASHDC
RUENAAA/1/HON EDWARD HIDALGO ACTG SECY OF THE NAVY WASHDC
RUEVDEP/1/HON PATRICIA HARRIS SECY DHEW WASHDC
RUEVDFH/1/HON MOON LANDRIEU SECY DHUD WASHDC
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RUEHC/2/HON CYRUS VANCE SECY OF STATE WASHDC
RUEVDEY/1/HON G WILLIAM MILLER SECY OF TREASURY WASHDC
7108229288/1/HON SAM BROWN DIR ACTION WASHDC
RUEAFTC/1/GEN MARK CLARK USA CHMN AMERICAN BATTLE MONUMENT COMMISSION
WASHDC

7108229066/1/HON MARVIN COHEN CHMN CAB WASHDC

RUEAIIA/1/ADM STANSFIELD TURNER DIR CIA WASHDC

RUEVFBN/1/HON ELEANOR HOLMES NORTON EEOC WASHDC

89461/1/HON JOHN MOORE JR PRES AND CHMN EXPORT-IMPORT BK OF THE US WASHDC

RUEVDFL/2/HON DENNIS LUNDGAARD CHMN FARM CREDIT ADMIN WASHDC

7108220160/1/HON CHARLES FERRIS CHM FCC WASHDC

7108221903/1/HON IVINE SPRAGUE CHMN FED DEPOSIT INSURANCE CORP
WASHDC 20429

7108221102/1/HON ANITA MILLER ACTG C?MN FED HOME LOAN BANK BOARD WASHDC

89483/1/HON RICHARD DASCHBACH CHMN FED MARITIME COMM WASHDC

RHEGDOE/1/HON CHARLES CURTIS CHMN FED ENERGY REG COMMISSION WASHDC

7108229235/1/HON PAUL VOLCKER CHMN FED RES SYS WASHDC

7108229273/1/HON ELMER S?AATS COMPTROLLER GEN OF THE US GAO WASHDC

RUEVDEF/1/HON JOHN BOYLE PUBLIC PRINTER GPO WASHDC

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 RUEVDEL/1/HON JOHN FANNING CHMN, NLRB WASHDC
 892710/1/HON ROBERT HARRIS CHMN NATL MEDIATION BD WASHDC
 892742/1/HON A DANIEL ONEAL JR CHMN ICC WASHDC
 RUEVEGL/1/HON GRACIELA OLIVAREZ DIR COMMUNITY SVCS ADMIN WASHDC
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 892310/1/HON J BRUCE LLEWELLYN PRES. OVERSEAS PRIVATE INV CORP WASHDC
 RUEBPAA/1/MAJ GEN HAROLD PARFITT PRES. PANAMA CANAL CD 312 PENN BLDG
 WASHDC 20004
 RUHLBD/1/HON WILLIAM ADAMS CHMN RRB 844 RUSH ST CHICAGO IL
 RUEVDER/1/HON HAROLD WILLIAMS CHMN SEC WASHDC
 RUEVFYU/1/HON ROBERT E SHUCK ACTG SELECTIVE SVC SYSTEM WASHDC
 89495/1/MR S DILLON RIPLEY, SCY SMITHSONIAN INST WASHDC
 RUCHNYA/1/HON S DAVID FREEMAN CHMN TVA NEW SPRANKLE BLDG KNOXVILLE TN
 RUEHC/2/HON GEORGE SEIGNIOUS II DIR US ARMS CONTROL AND DISARMAMENT
 AGENCY WASHDC
 RUEVDEG/2/HON ALAN CAMPBELL DIR OFC OF PERSNL MGMT WASHDC
 RUEHIA/1/HON JOHN REINHARDT DIR ICA WASHDC
 RUEVDFB/1/HON WILLIAM BOLGER PM GEN US POSTAL SVC WASHDC
 7108229507/1/HON JOSEPH O PARKER CHMN US INTNL TRADE COMM WASHDC
 RUEVDHB/1/HON MAX CLELAND ADMIN OF VETERANS AFFAIRS WASHDC
 RHEGNRC/1/HON JOSEPH M HENDRIE CHM US NRC WASHDC
 RUEVFTJ/1/HON CHARLES DUNCAN JR SECY OF ENERGY WASHDC
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REF: GSA TWX DTD 10/11/79, 10/18/79, AND SUBSEQUENT
 CORRESPONDENCE

THIS IS TO ADVISE YOU THAT THE EFFORTS ARE CONTINUING TO
 ASSURE FEDERAL SUPPLY SCHEDULE CONTRACT COVERAGE FOR
 FURNITURE AND RELATED ITEMS IN FSC CLASSES 4110, 6230,
7105, 7110, 7125, 7195, 7210, 7220, 7230, 7310, AND
7330. EXISTING CONTRACTS REMAIN IN EFFECT AND THE PROCESSING
 OF SOLICITATIONS AND AWARDS ARE CONTINUING UNDER THE FEDERAL
 SUPPLY SCHEDULE PROGRAM.

A TEMPORARY FEDERAL PROPERTY MANAGEMENT REGULATION WILL BE ISSUED
 SHORTLY TO REQUIRE AGENCIES TO SUBMIT A COPY OF ALL PURCHASE ORDERS
 PLACED UNDER FEDERAL SUPPLY SCHEDULES IN THE ABOVE CLASSES TO GSA.

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YOUR COOPERATION IS REQUESTED TO REQUIRE AGENCY ORDERING ACTIVITIES TO IMPLEMENT THIS REQUIREMENT IMMEDIATELY AND SEND COPIES OF PURCHASE ORDERS PLACED UNDER APPLICABLE SCHEDULES TO THE FOLLOWING ADDRESS: GENERAL SERVICES ADMINISTRATION, FEDERAL SUPPLY SERVICE, OFFICE OF PROGRAMS AND REQUIREMENTS, WASHINGTON, DC 20406
ATTN: FRR.

ADHERENCE TO THIS REQUIREMENT IS ESSENTIAL TO THE DEVELOPMENT OF A DATA BASE OF INFORMATION RELATIVE TO WHAT AGENCIES ARE PURCHASING UNDER SCHEDULE CONTRACTS; TO THE ESTABLISHMENT OF A GOVERNMENT-WIDE FINANCIAL BASELINE ON SYSTEMWIDE REQUIREMENTS; AND ASSESSMENT OF REQUIREMENTS AND NEEDS ON AN ITEM-BY-ITEM BASIS. THIS TWX ALSO SUPPLEMENTS MY LETTER OF NOVEMBER 28, 1979, CONCERNING THE MORATORIUM ON PURCHASES OF FURNITURE AND RELATED ITEMS FROM THE NATIONAL INDUSTRIES FOR THE BLIND/ NATIONAL INDUSTRIES FOR THE SEVERELY HANDICAPPED SOURCES. FUTURE REQUIREMENTS FOR ANY ITEM CONTAINED ON THE PROCUREMENT LIST OF THE COMMITTEE FOR PURCHASE FROM THE BLIND AND OTHER SEVERELY HANDICAPPED SHOULD BE ORDERED FROM THE SOURCE INDICATED IN THE LIST. THOSE REQUISITIONS TRANSMITTED TO THE GENERAL SERVICES ADMINISTRATION SHOULD BE SUBMITTED WITH APPROPRIATE JUSTIFICATION AS INDICATED IN MY PREVIOUS CORRESPONDENCE. NEEDS FOR ITEMS SUPPLIED DIRECTLY BY THE WORKSHOPS SHOULD BE ORDERED FROM THOSE SOURCES WITH REQUIRED JUSTIFICATIONS MAINTAINED IN YOUR FILES.

PRIOR TO SUBMITTING ORDERS/REQUISITIONS FOR FURNITURE OR RELATED ITEMS INCLUDING THOSE COVERED ABOVE, PLEASE ASSURE THAT REQUIREMENTS OF 41 CFR 101-25.104, 101-26.101, AND 101-43.3 ARE FULLY MET AND REPRESENT VALIDATED ESSENTIAL NEEDS. IN THIS WAY WE CAN SUBSTANTIALLY ELIMINATE THE POSSIBILITY THAT NEW ITEMS ARE ORDERED WHEN USABLE, SUITABLE MATERIAL IS ON HAND --- A SITUATION STILL OCCURRING IN SOME INSTANCES BASED ON AGENCY IG AND GAO ACCOUNTS.

YOUR CONTINUED COOPERATION AND SUPPORT IS APPRECIATED.

END OF MESSAGE

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ATTACHMENT
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Jan 4/17

FEB 6 1980

The Honorable James T. McIntyre, Jr.
Director
Office of Management and Budget
Washington, DC 20503

Dear Mr. McIntyre:

Since October 1, 1979, the General Services Administration, with your support, has launched a series of major initiatives to bring the purchase and utilization of furniture by Federal agencies under effective control.

These actions were precipitated by many findings -- developed both by the Congress and the Executive Branch -- which revealed a widespread lack of attention to this area by management officials. As a consequence, I imposed a moratorium on all purchases and issues of furniture in order to develop permanent plans for future management.

We are now at a point where we are beginning to launch these revised control procedures. The attached progress report outlines our findings and action plans. We urge that you endorse these plans and to so indicate to agency heads. We believe that these plans are compatible with the objectives expressed in your letter to Senator Chiles dated January 30, 1980, in which you stated the goal of revising our methods of acquiring furniture so as to achieve a meaningful reduction in overall expenditures.

Our respective staffs are already at work on these revised procedures, and I am confident we will be able to report significant progress to the President and the Congress during this fiscal year.

Sincerely,

R. G. FREEMAN, III
Administrator

GENERAL SERVICES ADMINISTRATION

Plans to Strengthen Management of Furniture
by GSA and Federal Users

Scope of Problem

During the past several years the average annual outlays by the Federal Government for office and household furniture (Federal Classes 7105, 7110, 7125, 7195) have averaged in excess of \$250 million. In FY 1979, total purchases of 258.9 million were broken down by type as follows:

<u>Type of Purchases</u>	<u>Amount (Millions)</u>	<u>Comment</u>
1. Purchases for GSA depot stocks	\$ 103.4	Items stocked by GSA in 17 depots and issued in response to individual agency requisitions
2. Purchases by GSA for direct delivery from supplier to using agency	53.4	Ordered by GSA for individual agencies but shipped direct from supplier
3. Purchases from Federal Supply Schedules	102.1	Ordered by individual agencies from suppliers under open-ended contracts known as Federal Supply Schedules
	<u>\$ 258.9</u>	

Another way to view these purchases is: what type of items were purchased; and who were the principal recipients?

<u>Type of Furniture Purchased in FY 1979</u>	<u>Cost in Millions</u>	<u>Principal Users</u>
Household (Class 7105)	\$ 72.3	Predominantly DoD. Labor only other large user
Office (Class 7110)	132.1	All agencies. About half DoD
Cabinets, lockers, shelves, auditorium, library equipment, etc. (Classes 7125, 7195)	54.5	Many agencies in small amounts. Predominantly DoD
TOTAL	<u>\$258.9</u>	

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It is clear from the above that the major area needing Government-wide attention is office furniture where FY 1979 purchases, by type, were as follows:

Office Furniture Purchased by Type FY 1979

	(Millions)
For stock	\$ 78.9
For Direct Delivery	9.1
From Federal Supply Schedules	<u>44.1</u>
TOTAL	\$132.1

Each year the agencies have been disposing of old furniture with an original acquisition cost of about \$40 million. Some of it is suitable for some further Federal use -- but often requires rehabilitation. If not reutilized by the Federal Government, the items were disposed of by donation or sale as provided by law.

The Issues

During the past fifteen months Senate hearings and our own investigations have revealed the following:

- Despite longstanding regulations limiting agencies to the purchase of new furniture only when determined "absolutely essential," it appears that many requisitions do not receive rigorous scrutiny by management, as required by the Code of Federal Regulations.^{1/} A study now being conducted by the Inspectors General may provide further information on the extent of this problem, but it is clear that more discipline of purchases can reduce costs.
- Agency practice varies widely in the extent to which property accounting records are maintained on these items.
- Agencies have not shown a strong interest in utilizing items which can be overhauled and repaired and returned to use in lieu of new procurement.
- In recent years it has been popular to replace entire office furnishings under a program known as "Office Excellence" and by the installation of "Systems Furniture." The cost effectiveness of these techniques is not always clear.

^{1/} 41 CFR 101-25.104, 101-26.101, 101-43.3

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-- Finally, it has become apparent that many agencies have special "set-asides" of furniture being held against future needs. While many of these stocks are individually small, in the aggregate, they may represent significant quantities which could be better utilized through GSA management.

To come to grips with this array of problems, the Administrator of General Services on October 9, 1979, ordered a halt to all purchases of new furniture for GSA depot stocks and all issues out of depots to customer agencies -- with certain limited exceptions. The purpose of this moratorium was to allow time (1) to rejustify the need for requisitions then in process, (2) to develop better management procedures for the use of excess and unused stocks, and (3) to introduce new techniques of determining future requirements based on needs.

The following paragraphs summarize the results of GSA's work to date and outline an action program which is expected to save the taxpayers many millions of dollars annually. While very definite benefits have already accrued from these efforts in FY 1980, the major gains are expected to occur in FY 1981, and therefore these actions are designed to achieve five principal improvements outlined below.

Action Number 1

Fix responsibility at a high level in GSA and in each agency for the management of furniture and other high-value, high-demand personal property

Our first finding has been that no one GSA office has been accountable for this \$250 million annual furniture expenditure and for managing the government-wide inventory of furniture, the total size of which is unknown.

To correct this problem GSA Administrator Freeman, on October 1, 1979, established the National Furniture Center which when fully operational (by April 1, 1980) will have total oversight of (1) contracting, (2) storage, (3) distribution, (4) reuse of excess, and (5) future requirements planning -- for all items in Federal Supply Classes 7105, 7110, 7125 and 7195. (1,088 items - stock ending in number) whether procured for stock, for direct delivery or from Federal Supply Schedules. 2/

2/ Initially, certain household and kitchen equipment and supply items were included. These have been found incompatible with the Furniture Center mission.

4

This center will bring together personnel formerly located in four different divisions at GSA headquarters, and place them as members of a full time professional management team. One hundred personnel will be required to properly staff this organization and we are now well on the way to meeting that objective, with 69 positions filled as of February 4, 1980.

We find, also, that there is no single official in most agencies of Government with comparable responsibilities in all five of the property management areas mentioned above. Without such an individual with access to agency policy officials, it will not be possible to obtain adequate attention to property management -- not only to furniture management but to managing other high-value personal property items which justify such attention. Hence, our first recommendation to obtain permanent improvement in the management of furniture and other high-value personal property items is as follows:

Each agency head should appoint a "Property Management Officer" with the knowledge, stature, authority and accountability required to assure realistic planning of requirements and effective supervision over the acquisition and utilization of furniture and other high-value personal property assets.

It is felt that those chosen for this assignment in the Cabinet departments and larger agencies should be a member of the staff of the Assistant Secretary for Administration,^{3/} and become members of a professional occupational category which we hope will be established by the Office of Personnel Management. There are many dedicated and motivated individuals now in this field for whom increased recognition and authority is long overdue. In smaller agencies it is recognized that this assignment will be the part-time responsibility of a suitable official.

The Director of OMB has been asked to endorse this plan and direct its implementation by agency heads. GSA will take responsibility for the training and development of such officials, and for working with each agency on the procedures which will be most suitable within that agency.

^{3/} Or another appropriate Assistant Secretary or policy official, depending on the agency's structure.

Action Number 2

Institute immediately an intensive management program over all high-value, high-demand repairable furniture items. Designate this program "Operation Validate"

The most important responsibility of the Property Management Officers will be to assure that GSA and each agency buys only what is clearly needed -- with particular attention to high unit-value items with long life. During the moratorium initiated last October, GSA selected a group of 120 such items from unfilled requisitions which had been submitted by the agencies prior to October 9. These selected requisitions were returned to agencies with a request that they reexamine the need and cancel those which could not be fully justified. A very high response rate was obtained -- over 85% of the agencies concerned.

Through this process 30,603 requisitions were checked and 2,189 were cancelled. This eliminated orders for 7300 units of furniture with a new purchase cost of over \$700,000 -- a reduction of 7%. While modest, this revalidation (the first ever attempted) illustrates the need for and the potential of a continuing program of oversight by GSA and agency managers.

Based on this experience we have analyzed the 1088 items comprising the furniture classes and are launching a permanent management plan to be inaugurated in collaboration with the agency Property Management Officers, beginning immediately:

- It has been determined that 729 items have a useful life in excess of one year and are susceptible to repair/rehabilitation and reuse. These will be classified as "control items." Property Management Officers will constantly monitor their agency's usage of control items and will analyze future needs for these items in preparing their agency's proposed expenditure plan for each fiscal year.
- Out of the control group it has been found that 249 (35% of items) account for 89% of the dollars spent -- since they have high unit cost and are purchased in quantity (i.e., desks, chairs, tables, filing cabinets, etc.). For this high-value, high-demand group separate property accounting records must be maintained, and each purchase will require a special high level validation before the order is sent to GSA or the supplier. Excesses of these items will require special scrutiny from now on. Annual expenditure plans will be itemized by line item in these cases.

-- For all 729 control items an immediate series of studies will be begun by GSA and agency officials to identify opportunities for more economical procurement. The specific questions to be answered for each item will include the following:

- o Is the item necessary or just "nice to have?" If necessary, will another item now purchased in large quantity do the same job? For example, among the 249 high-value items there are 69 rotary chairs, 24 flat top desks, 26 filing cabinets, and 17 tables being ordered today for stock. Sizeable savings can be achieved by eliminating unnecessary varieties and types.
- o Can a commercial item description be used in lieu of a Federal specification?
- o If similar items are being purchased from Federal Supply Schedules, can these be eliminated and all purchases concentrated on the items bought for stock?
- o Do the large users have effective ways of checking their own and other agency stocks of excess or unused furniture for substitution before purchasing?
- o What is the most efficient way to buy future quantities: should orders be placed only once or twice each year with specified points of delivery so as to obtain the most favorable prices from competitive bids? For stock items what are the most cost effective locations for GSA storage? Should the supplier's own storage facilities be utilized as fully as possible?

"Operation Validate"

The improvements outlined above will be implemented immediately by the Commissioner of Federal Supply in concert with the agency Personal Property Management Officers. Under these procedures the moratorium applied last October will be superseded. Requisitions already validated will be released for processing along with the non-furniture requisitions which have been held in suspense.

All items in the 249 high-value, high-demand group will be returned for full validation by agencies, unless previously validated.

In the future incoming requisitions for the 729 control items will be examined for adequacy of certification as to need under sampling procedures to be developed with Personal Property Managers. If not adequately certified, requisitions will be returned.

In addition, a special validation procedure for items where DoD is the principal user (primarily household furniture) is being developed.

As a final check on validity of need, the Commissioner of Federal Supply will continuously sample all requisitions for furniture received from agencies and orders placed against Federal Supply Schedules and select a group for direct investigation of need, including on-site visits to verify intended use in selected cases. Such sampling will apply to all control furniture items and will be the basis for future additions to and deletions from the control list.

Action Number 3

Institute vigorous procedures to assure full use of furniture reported as excess and of furniture not in use by individual agencies. Designate these procedures "Operation Clean Sweep".

One of the most important opportunities for savings we have encountered as a result of studies by the Senate Committee and our own staffs will result from utilizing furniture which becomes excess to the needs of an agency, and to rehabilitate such property when economic to do so.^{4/} In addition, we have found some agencies maintaining reserve stocks against future contingencies -- some in new condition.

It is essential that we come to grips with this opportunity for savings in an imaginative way. This will call for a range of new initiatives -- which we are designating "Operation Clean Sweep" -- as follows:

- First, prompt review by Property Management Officers in GSA and the agencies of all excess furniture listings as soon as they are circulated -- and selection of those items that agencies can utilize. Items which are new or can be rehabilitated will be selected for inclusion in GSA inventories as the first source of supply against

^{4/} The current definition of economic repairability specifies that the total cost of transportation, repair and packing should not exceed the 75% of new item cost. We will modify this standard to allow exceptions on a case by case basis in view of the added benefits of energy conservation when an item is reutilized.

8

requisitions for new items. To make certain that such selections are worthwhile we will make use both of our own GSA personnel and rehabilitation contractors to make an on-site inspection of usability and to determine economic repairability. The cost of packaging, transportation and repair will be initially charged against the General Supply Fund which will recover those costs at the time the item is finally issued to an agency user. We will seek greater capitalization for the fund if these costs pose a strain on it.

- Second, where possible, we will set up central locations in major cities for rehabilitated or remanufactured furniture to facilitate inspection by prospective users and the selection of those items most suitable to the needs of an agency.
- Third, our recent sample inspections of items being held by state agencies for surplus property reveal that quantities which can be repaired and made available for further Federal use are not large (at best a few hundred pieces). Nonetheless, we will make certain that such items now on hand at state agencies and appearing on the high-value, high-demand list are returned to GSA stocks where it is economical to do so. All the other stocks will be released for normal donation and sale.

In addition to the above actions, we need to survey agency-held furniture reserves located at storage sites in major cities -- including basements of Federal buildings, sections of warehouses, personal property centers, etc. Examples of this problem were found in Washington, DC by the staff of the Senate Committee on Federal Spending Practices and Open Government last December.

We have made a preliminary walk through of a number of storage locations in each region and identified 113,000 pieces^{5/} held by agencies which need to be validated for retention by the agency, or released to GSA for utilization. About half of this quantity is in the Washington, DC area but some is located in most regions. We suspect that there is a great deal more than that which was initially identified and counted in these informal walk throughs.

To pursue this opportunity, "Operation Clean Sweep" will launch a special effort as follows:

- GSA and each of the Federal agencies in each region will form joint teams to inspect all items of furniture which are not in use and are in usable or repairable condition
- using the list of 249 high-value, high-demand items as

5/ Not including stocks held by DoD agencies

the primary target. In each case, a documented determination will be made including the purpose for which stock is being held and whether that purpose seems fully justified in the light of Government-wide requirements for these items during the next year. Examples of valid uses are the accumulation of stocks for peak requirements by Internal Revenue Service during the tax season, by the Bureau of Census during census periods, and by GSA for an inaugural.

Such stocks as are found not to be fully justified against a clear need will be returned to GSA. If items are new they will be returned under the credit return policy. For other items GSA will make arrangements for rehabilitation and return of inventory to stock.

Returned items in new condition and those restored to fully usable condition will be made the first and preferred source of supply against agency requisitions. An appropriate price reduction will be made for rehabilitated items (usually at least 25%). To this end the ability to match excess and rehabilitated furniture items against agency requisitions by computer will be stressed as an urgent future improvement.

With the immediate adoption of these new and strengthened procedures we will be able to release the freeze that has been in effect since October on excess stocks of furniture and related classes and concentrate our management attention on the high-value, high-demand, group of 249 items.

Action Number 4

Systematically determine furniture requirements of each agency and develop an expense plan for the approval by OMB and enforcement by GSA.

The most important long term control to assure efficient acquisition and use of furniture will result from systematic analysis of needs and justification of expenditures as part of the regular budget process. Today furniture requirements are buried in budget object class 31 and are not visibly displayed for scrutiny and evaluation.

On January 7, 1980, OMB Director McIntyre wrote his Program Associate Directors as follows:

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"After considering several possibilities, I have decided that the approach with the greatest promise of producing solid results is to ask each of the agencies to submit a furniture expense plan to OMB. We will have GSA review each agency plan against existing agency holdings and other relevant factors including how the agency proposes to give preferential consideration to excess and rehabilitated furniture in fulfilling its needs.... When the agency plan is approved by the cognizant program associate director, it will serve as the agency's furniture acquisition authority. I would look to GSA to enforce the plan."

It is proposed that agency Property Management Officers and GSA begin work immediately on developing techniques of forecasting requirements using the 249 high-value, high-demand items as the planning base. Forecasts will consider: (1) life expectancy estimates by item; (2) an analysis of the current age and condition of agency stocks of furniture in use; (3) forecasts of staffing trends; (4) anticipated organization changes and other factors which will either generate new requirements for an agency or make furniture available for return to GSA stocks.

Initially we would like to pilot the development and testing of such techniques in selected agencies, including DoD -- followed by a training program for the Property Management Officers of all agencies. Requirements for both FY 1980 and 1981 are proposed for coverage.

While the forecast will itemize the 249 high-value, high-demand items which are stocked in GSA depots or ordered for agencies by GSA, requirements for all other items purchased from Federal Supply Schedules or other sources must be included in the expense plan. In the future we plan to replace schedule items by definite quantity, competitive bid contracts, wherever possible, and have shipments made direct to agencies in accordance with predetermined needs. It appears that there is an opportunity for significant savings in this area where over 100 million dollars annually is now spent. It is also believed that the opportunities for item standardization are significant. For example, today the Federal Supply Schedule for cafeteria seating lists 50 contracts and makes available the full range of such items offered by each manufacturer -- which might run into dozens of models. With hundreds of combinations available for purchase, the goal of standardization and item simplification becomes very difficult to achieve.

11

The final step in the process of developing requirements forecasts and expense plans will be the development of a reporting plan against which the approved expense plan for each agency can be monitored. It is hoped that this report can be designed to identify other performance achievements by the agency -- including the amount of furniture released to GSA for reutilization and the amount substituted by each agency in lieu of new procurement.

Action Number 5

Continue vigorous efforts to improve furniture quality control procedures while insisting on simple but realistic specifications.

The fifth major area of concern which past studies have revealed is the extent of product defects in furniture items accepted by the Government, and inadequate surveillance of manufacturer's performance against Federal specifications.

Our first objective will be to expand the use of commercial products wherever possible and to utilize commercial item descriptions in lieu of Federal specifications.

Action has been taken starting January 1, 1980, to free the time of technical inspection personnel for more attention to source inspection by transferring contract administration duties to administrative contracting officers in our regional offices. This is generating more attention to problem cases. More vigorous inspection of stocks in depots, as well as the condition of furniture in actual use is also planned. Manufacturer performance data documented from source, in-storage, and in-use inspections will become an important consideration in future contract awards.

A major study of GSA's quality assurance program was completed by the Defense Logistics Agency in September 1979. This has provided a valuable roadmap of future improvements, including (1) a contract requirement for quality assurance, (2) a training and a certification program for quality assurance specialists, (3) rewriting of the quality assurance handbook, and (4) stronger supervision of the program under which we rely on the contractor's own inspection system (known as QAMP).

SUMMARY OF FIVE ACTIONS REQUIRED TO
STRENGTHEN THE MANAGEMENT OF FURNITURE
BY GSA AND FEDERAL USERS

Last October the Administrator of GSA directed a moratorium on new purchases and issues of furniture while a variety of studies were conducted leading to development of improved controls. The necessity for these actions had been dramatically demonstrated by findings of the Senate Subcommittee on Government Spending Practices and Open Government and by GSA's own findings.

We are now implementing a five-part action program as follows:

1. Action No. 1 - Fix responsibility at a high level in GSA and in each agency for the management of furniture and other high-value, high-demand personal property. Develop a corps of professionally trained managers to exercise these responsibilities. *FRR*
2. Action No. 2 - Institute immediately an intensive management program over all high-value, high-demand furniture items. Designate this program "Operation Validate". *FRR*
3. Action No. 3 - Institute special procedures to assure full use of furniture reported as excess, and of furniture not in use which is held by individual agencies. Designate these procedures "Operation Clean Sweep". *FRR*
4. Action No. 4 - Systematically determine the furniture requirements of each agency, and develop expense plans for approval by OMB and enforcement by GSA. *FRR*
5. Action No. 5 - Continue vigorous efforts to improve furniture quality control procedures while insisting on simple but realistic specifications for furniture.

These actions will begin at once and have a mounting impact during FY 1980 and 1981.

ATTACHMENT
5



Date : FEB 11 1980

Reply to
Attn of : Deputy Commissioner, Requirements and Supply

Subject: Furniture Management Plan

To : Paul Agin (FN)
✓ Dennis Blaeuer (FRR)
John Carney (FF)
Bill Foote (FS)
Lee Harper (DP)


This memorandum synthesizes the various commitments/plans set forth in recent weeks to correct the furniture situation. All of these items must be taken into account as you develop your plans of actions and milestones. I expect a single individual to be identified as the responsible official for each action item.

As discussed at our meeting last Friday, we will operate in three separate task groups as follows:

Operation Validate	Paul Agin
Operation Clean Sweep	Lee Harper - Lead
	John Carney - Assist
Requirements/Expense Plan	Dennis Blaeuer - Lead
	Jack Blunt - Assist
	Marlon DeTuncq - Assist
	George Contos - Assist
	Dean Free - Assist

I expect Messrs. Agin, Harper and Blaeuer to give me draft program management plans setting forth each task and milestone date and listing the personnel responsible for each task by Wednesday, February 13, 1980. Each program management plan should also identify interfaces with other organizational elements.

Although we have designated "task groups" for this effort, I expect the full resources of the organizational elements within my area of responsibility to be made available and fully utilized.


H. W. MCCARTHY
Deputy Commissioner
Requirements and Supply

cc: Mr. Morris/Mr. Mitchell

1. McIntyre Letter to Senator Chiles, January 30, 1980

- a. GSA ... "establishing minimum standards for agency reporting and accountability. We will have standards for the "life expectancy" of individual types of furniture"
- b. OMB ... "ask each agency to submit a furniture expense plan to OMB. We will have GSA review each agency plan against existing agency holdings and other relative factors, including how the agency proposes to give preferential consideration to excess and rehabilitated furniture in fulfilling its needs."

"GSA will include its recommendation for approval, disapproval, or modification of each agency plan. Wayne Granquist's office will assist the program divisions in reviewing and evaluating both the agency and GSA recommendations. When the agency plan is approved by the cognizant program associate director, it will serve as the agency's furniture acquisition authority. I would look to GSA to enforce the plan.

2. Freeman Letter to McIntyre, February 6, 1980

A. Action Number 1

"Fix responsibility at a high level in GSA and in each agency for the management of furniture and other high-value, high-demand personal property"

1. The National Furniture Center when fully operational (by April 1, 1980) will have total oversight of contracting, storage, distribution, reuse of excess, and future requirements planning for all items in FSC 7105, 7110, 7125 and 7195, (1,088 items) whether procured for stock, direct delivery or from Federal Supply Schedules.

2. "Each agency head should appoint a "Property Management Officer" with the knowledge, stature, authority and accountability required to assure realistic planning of requirements and effective supervision over the acquisition and utilization of furniture and other high-value personal property assets.

1. PMOs should be on the staff of Assistant Secretaries or similar policy officials.

2. PMOs should become members of a professional occupational category which we hope will be established by the Office of Personnel Management.

2

3. In smaller agencies this assignment will be the part-time responsibility of a suitable official.
4. GSA will take responsibility for the training and development of such officials, and for working with each agency on the procedures which will be most suitable within that agency.

B. Action Number 2

"Institute immediately an intensive management program over all high-value, high demand repairable furniture items. Designate this program "Operation Validate"."

1. 729 items have a useful life in excess of one year and are susceptible to repair/rehabilitation and reuse.

a. These will be classified as "control items".

b. PMOs will:

1. Monitor the agency's usage
2. Analyze future needs for these items in preparing their agencies' proposed expenditure plans for each fiscal year

2. Of the control group 249 account for 89% of the dollars spent since they have high unit cost and are purchased in quantity (i.e., desks, chairs, tables, filing cabinets, etc.) For this group:

- a. separate property records must be maintained
- b. each purchase will require a special high level validation before the order is sent to GSA or the supplier
- c. annual expenditure plans will be itemized by line item

3. For all 729 items an immediate series of studies will be begun by GSA and agency officials to identify opportunities for more economical procurement:

3

- a. Is the item "nice to have" or necessary?
- b. If necessary, can an item now purchased in large quantity do the job? (item reduction).
- c. Can a commercial item description be used?
- d. If similar items are being bought from schedules, can they be eliminated in favor of buying from stock?
- e. Do large users have effective ways of checking their own and other agency stocks of excess or unused furniture before buying?
- f. What is the most efficient way to buy furniture:
 1. Buy once or twice a year with specified points of delivery to get the best price from competitive bids? What are the most cost effective locations for GSA storage? Should the suppliers own storage facilities be used?

4. Operation Validate

- a. requisitions already validated will be released
- b. all items in the 249 high-value, high-demand group will be returned for full validation by agencies
- c. future incoming requisitions for the 729 control will be examined for adequacy of certification as to need under sampling procedures to be developed with PMOs
- d. Commissioner, FSS will continuously sample all requisitions for furniture and orders placed against schedules and select a group for direct investigation of need, including on-site visits

C. Action Number 3 (Operation Clean Sweep)

"Institute vigorous procedures to assure full use of furniture reported as excess and of furniture not in use by individual agencies."

1. PMOs review all excess furniture listings as soon as they are circulated.
 - a. select those items agencies can utilize
 - b. select new and rehabilitable items for inclusion in GSA inventories as the first source of supply
 - c. GSA personnel and rehabilitation contractors will make on-site inspections of usability and to determine economic repairability
 - d. Cost of packaging, transportation and repair will be charged to the General Supply Fund and recovered at the time the item is issued to an agency user

4

- e. set up central locations in major cities for rehabilitated or remanufactured furniture to facilitate inspection by prospective users
- f. return to GSA stocks those items held by state agencies that can be repaired and made available for further Federal use
- g. jointly survey agency held furniture reserves and, using the list of 249 high-value, high demand items:
 1. document the purpose for which the stocks are being held
 2. determine whether that purpose is justified
 3. return those stocks not fully justified to GSA
 - a. new items will be returned under the credit return policy
 - b. other items will be rehabilitated by GSA and returned to stock
 4. returned items in new condition and those restored to fully usable condition will be made the first and preferred source of supply against agency requisitions
 5. an appropriate price reduction will be made for rehabilitated items (usually at least 25%)

D. Action Number 4

"Systematically determine furniture requirements of each agency and develop an expense plan for approval by OMB and enforcement by GSA."

1. PMOs and GSA will develop techniques of forecasting requirements using the 249 high-value, high-demand items as the planning base. Forecasts will consider:
 - a. life expectancy estimates by item
 - b. an analysis of the current age and condition of agency stocks of furniture in use
 - c. forecasts of staffing trends
 - d. anticipated organization changes and other factors which will either generate new demand or make furniture available for return to GSA stocks
2. Pilot the development and testing of such techniques in selected agencies followed by a training program for the PMOs of all agencies, requirements for both FY 1980 and FY 1981 will be covered.

5

3. All other items purchased from schedules or other sources will also be included in the expense plan.
4. Plan to replace schedule items by definite quantity, competitive bid contracts wherever possible.
5. Have shipments made direct to agencies in accordance with predetermined needs.
6. Develop a reporting plan against which the approved expense plan for each agency can be monitored.
7. Design the report to identify other performance achievements by the agency including the amount of furniture released to GSA for reutilization and the amount substituted by each agency in lieu of new procurement.

E. Action Number 5

"Continue vigorous efforts to improve furniture quality control procedures while insisting on simple but realistic specifications."

1. expand the use of commercial products wherever possible and utilize commercial item descriptions in lieu of Federal specifications
2. implement the recommendations of the DLA study completed in September 1979.
 - a. contract requirement for quality assurance
 - b. a training and a certification program for quality assurance specialists
 - c. rewrite the quality assurance handbook
 - d. strengthen supervision of the program under which we rely on the contractor's own inspection system (QAMP)
3. Meeting with Mr. Chiodo, February 8, 1980
 - a. Identify actions to be taken and projected completion dates at the Senate subcommittee hearings on March 18/20 (McCarthy).
 - b. Report rejection rates before and after recent changes in quality control (Morris).
 - c. Provide a list of the 45 actions taken since last fall (Agin).
 - d. Develop a pilot forecast and expense plan (Blacuer) and complete one operation Clean Sweep (Harper) one agency prior to the March hearings.
 - e. Determine revised criteria for justification with model application in one civil and one

ATTACHMENT
6



Approved For Release 2003/05/23 : CIA-RDP83-00957R000100090011-7
EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET
WASHINGTON, D.C. 20503

FEB 27 1980

Honorable Lawton Chiles
Chairman, Subcommittee on Federal
Spending Practices and Open Government
~~Committee on Governmental Affairs~~
United States Senate
Washington, D.C. 20510

Dear Mr. Chairman:

In my letter to you of January 30, I indicated some of the actions I had taken up to that point to involve the Office of Management and Budget more aggressively in improving office furniture management by government agencies. I had concluded, as you had in your letter to me of January 16, that "the inventory and procurement functions of Federal agencies, at least with regard to furniture, are mismanaged and poorly coordinated and this situation needs to be resolved."

Since my last letter to you I have taken additional steps in support of Administrator Freeman of the General Services Administration and his proposal for a government-wide furniture management reform plan. I understand my staff and GSA officials had a very positive session with Ron Chiodo, the subcommittee staff director, at which the general outline of the plan was discussed. We look forward to the opportunity you have offered us to discuss the details of this reform initiative at a March 18 hearing of the subcommittee.

I have endorsed the principal elements of Administrator Freeman's proposal which:

- fixes responsibility for management of furniture and other high-value property on a high-level named official in each agency with whom GSA can deal;
- launches "Operation Validate," expanding a screening of agency furniture requisitions for real need and use of repaired and rehabilitated furniture; this operation was first applied to over 30,000 requisitions caught in a moratorium imposed by Administrator Freeman last October;
- institutes "Operation Clean Sweep," sending joint agency-GSA teams to physically inspect all items of

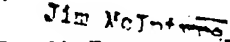
furniture not in use by agencies and returning them to GSA if there is no demonstrated need for them; and

- implements an OMB requirement for development of agency furniture requirements and expense plans for fiscal year 1981.

In addition to notifying agency heads of my endorsement of the GSA proposal, I am taking the additional action of freezing the procurement of furniture by agencies. This freeze order, which takes effect immediately, will be lifted as soon as agency furniture expense plans are approved by OMB. The General Services Administration will be issuing detailed implementation guidance to the agencies.

We believe that the estimated 90-120 day duration of the freeze order will result in savings in furniture expenditures during the current fiscal year in addition to those already experienced during Administrator Freeman's moratorium. I hope you will agree with me that these actions will accomplish the reforms in furniture management that you had proposed through use of rescission legislation.

Sincerely,

(Signed) 
James T. McInyre, Jr.
Director

cc: Honorable Rowland G. Freeman, III
Administrator of General Services

Thomas D. Morris
Commissioner of Federal Supply

ATTACHMENT
7



EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET
WASHINGTON, D.C. 20503

at 7

FEB 27 1980

Honorable Rowland G. Freeman, III
Administrator of General Services
General Services Administration
Washington, D.C. 20405

Dear Mr. Freeman:

We believe the five-point government-wide furniture management plan described in your letters of February 6 and 11 will contribute significantly to the reforms in agency furniture procurement that Senator Chiles, you, and I consider essential. I understand your staff and mine had a very positive session with the subcommittee staff, at which the general outline of the plan was discussed.

I would like to endorse the major elements of the plan and have so indicated in a letter to Senator Chiles, a copy of which is enclosed. The enclosed OMB Bulletin notifies the departments and agencies of my endorsement and further strengthens the reform initiatives we are instituting by freezing furniture procurement until agency furniture expense plans are approved by OMB. Commissioner Morris of the Federal Supply Service has worked closely with us in perfecting the details of this order.

I believe we have provided a sound basis for GSA and OMB to achieve meaningful reform in Executive Branch furniture procurement and management. We should be able to report significant progress to Senator Chiles at the hearing he has scheduled in March.

Sincerely,

~~James T. McIntyre, Jr.~~
James T. McIntyre, Jr.
Director

Enclosures

cc: Thomas D. Morris
Commissioner of Federal Supply

EXECUTIVE OFFICE OF THE PRESIDENT

OFFICE OF MANAGEMENT AND BUDGET

WASHINGTON, D.C. 20503

FEB 27 1980

Bulletin No. 80-6

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

~~Subject: Freeze on procurement of new office and household furniture~~

1. Purpose. This Bulletin provides for a freeze on the procurement of new office and household furniture by Executive Branch departments and agencies. This ~~action~~ supersedes the moratorium ordered by the Administrator of General Services on October 9, 1979.

2. Scope and background. This action results from Congressional and Executive Branch findings revealing that significant improvement is needed in the procurement and utilization of furniture.

The Administrator of General Services will take the lead in the effort to assure effectiveness in the procurement and utilization of furniture throughout the Executive Branch. He has developed a "Furniture Management Reform Plan," approved by OMB, that covers actions already started for 1980 as well as those anticipated for 1981. The freeze will apply to all requisitions and orders submitted to GSA and all other sources on and after the date of this Bulletin and shall be administered by GSA in accordance with the Furniture Management Reform Plan.

Agencies will be required to submit to GSA plans for the procurement of furniture in 1981. The plans will be reviewed in GSA and forwarded to OMB for approval. The Administrator will announce the furniture management reform plan shortly and issue instructions for the preparation and submission of agency furniture expense plans. Exceptions to the freeze may be granted by GSA in unusual circumstances.

3. Coverage. This Bulletin prohibits the procurement of all new office and household furniture in Federal Supply Classes 7105, 7110, 7125, and 7195, from all sources, by Executive Branch departments and agencies.

4. Timing. The freeze is effective immediately and will remain in effect until (1) the GSA Executive Branch furniture management plan has been initiated, and (2) each agency's furniture expense plan for 1981 is approved by OMB.

5. Inquiries. Inquiries and requests for assistance should be addressed to Mr. Herbert McCarthy, Deputy Commissioner, Federal Supply Service, telephone 557-8644.

James T. McIntyre, Jr.
Director



EXECUTIVE OFFICE OF THE PRESIDENT

OFFICE OF MANAGEMENT AND BUDGET

WASHINGTON, D.C. 20503

MAR 12 1980

Mr. Thomas D. Morris
Commissioner
Federal Supply Service
General Services Administration
Washington, D.C. 20406

Dear Tom:

I would like to confirm the discussions between Gary Katz and Dennis Blaeuer on the GSA/OMB protocol for review and approval of agency Furniture Requirements and Expense Plans.

Following GSA review of each agency's plan, GSA will transmit each plan to the Director of OMB, Attention: Management Improvement and Evaluation Division.

Each agency plan transmitted to OMB by GSA will be accompanied by a specific GSA recommendation for approval or disapproval and a brief explanation for that recommendation. To the extent possible the GSA recommendations to OMB will provide the following information:

- . aggregation of agency furniture requests at the bureau level in departments and larger agencies;
- . recent trends in agency furniture purchases to provide a basis for meaningful comparison;
- . agency efforts and plans to use existing stocks or rehabilitated items to meet furniture needs; and
- . description of the agency's process for determining and projecting furniture requirements.

OMB will advise GSA of each approval/disapproval action by a copy of the decision letter sent to each agency head by the cognizant Program Associate Director.

On approval of an agency's plan, OMB will authorize the agency to communicate with the Commissioner of the Federal Supply Service to arrange for resumption of furniture procurement.

GSA will be responsible for monitoring agency furniture procurement against the approved plan.

Please let me know if you have any problems with this approach.

Sincerely,



Seymour D. Greenstone
Deputy Assistant Director
for Evaluation

cc: E. Perley Eaton, Jr.
Assistant to the Administrator
of General Services

Harrison Wellford
Wayne G. Granquist
Rodger O. Schlickeisen
Dale R. McOmber
Howard M. Messner

General
Services

Administration Washington, DC 20405

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80-0710

The Administrator (A)

GSA Furniture Management Reform Plan

Heads of Executive Departments and Establishments

Congressional and Executive Branch findings have revealed the need for significant improvement in the procurement and utilization of furniture. As a result, the Office of Management and Budget (OMB) has initiated a freeze on the procurement of office and household furniture by Executive Branch departments and agencies (Enclosure 1). The freeze will remain in effect until the GSA Furniture Management Reform Plan (Enclosure 2) has been initiated and each agency's furniture expense plan for FY 1981 is approved by OMB.

Five principal improvements comprise the GSA Furniture Management Reform Plan:

- (1) Fix responsibility at a high level in GSA and in each agency, i.e., Property Management Officer (PMO), for the management of furniture and other high value, high demand personal property;
- (2) Institute an intensive management program over high value, high demand, reparable furniture items - "Operation Validate;";
- (3) Institute procedures to assure full use of furniture reported as excess and of furniture not in use by individual agencies - "Operation Clean Sweep;";
- (4) Systematically determine furniture requirements of each agency and develop an expense plan for approval by OMB and review by GSA; and,
- (5) Improve furniture quality control procedures while insisting on simple but realistic specifications.

Summary descriptions of Operation Validate, Operation Clean Sweep, and Requirements and Expense Plan are provided (Enclosures 3, 4, 5).

OL 0 1143

2

The OMB Bulletin specifically "freezes" agency procurement or ordering of furniture from GSA or any other source, but provides that exceptions may be granted by GSA. Currently authorized exceptions include the Legislative and Judicial Branches, or other Government activities not subject to OMB direction such as the Postal Service, and the following:

- a. Requisitions for the 1980 Census Project;
- b. Requisitions for items supplied by the National Industries for the Blind and Severely Handicapped;
- c. Items ordered directly by agencies from Federal Prison Industries;
- d. Requisitions in support of national fire suppression programs;
- e. Definite quantity buys in support of properly validated requisitions received prior to February 27, 1980;
- f. Bureau of Indian Affairs Alaska - annual requisitions;
- g. Those items in Federal Supply Class 7110 that are neither office nor household furniture (safes, school and library furniture);
- h. State Department export orders; and,
- i. Export orders for other activities with Issue Priority Code 01 through 08. (?)

Requisitions received in GSA with a Julian date of 0058* or later will be rejected to the submitter and any designated recipients of status, bearing supply status code "CQ." Bonafide exceptions for emergency requirements should be submitted using normal exception data procedures in FEDSTRIP/MILSTRIP publications, and may be forwarded by letter if regular forms do not provide adequate space for narrative justification.

An important aspect of the plan is the appointment of an agency Property Management Officer(s). The PMO must have the knowledge, stature, authority and accountability required to effectively control the acquisition, utilization and disposal of designated personal property items. A more definitive explanation of the PMO is to evolve as the GSA Furniture Management Reform Plan is implemented. It is recommended that PMO's be a full-time position on the staff of the Assistant Secretary for Administration. For smaller agencies, the assignment can be the part-time responsibility of a suitable official.

Property Management Officers should be responsible for: requirements determination, standardization and simplification of specifications; property accountability; oversight of inventory and inventory levels; utilization of property and declarations of excess; rehabilitation and maintenance; and, participation in the contracting function in terms of specifications, testing and feedback on performance including life cycle testing.

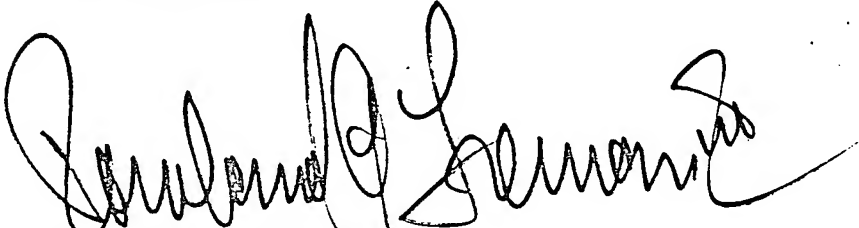
*February 27, 1980

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Initial agency appointments of PMO's made prior to OMB approval of the GSA Furniture Management Plan are listed in Enclosure 6. We would appreciate your review of the qualifications of the appointees for conformance to the role of the PMO as outlined above. If an appointment has not yet been made by your agency, please do so in accordance with the above guidelines. Where more than one name is provided, perhaps for each major agency bureau, we would also appreciate your designating one name as the agency PMO.

The name of your Property Management Officer(s), and inquiries and requests for assistance, should be addressed to Mr. Herbert W. McCarthy, Deputy Commissioner for Requirements and Supply, Federal Supply Service (GSA), telephone (703) 557-8644.

The various initiatives are underway. With your cooperation we will be able to achieve meaningful reform in Executive Branch furniture procurement and management.



ROWLAND G. FREEMAN III

Enclosures

FY 1981 FURNITURE REQUIREMENTS EXPENSE PLAN

DEPARTMENT OF DEFENSE

APPROPRIATION CODE _____

ORGANIZATION ID CODE _____

EXPENSE CATEGORY	TOTAL EXPENSES
A. OFFICE FURNITURE:	
1. BINS	
2. BOOKCASE	
3. CABINETS	
4. CHAIRS	
5. CREDENZAS	
6. DESKS	
7. DESK ATTACHMENTS	
8. LOCKERS	
9. PARTITIONS	
10. SHELVING	
11. SOFAS (DAVENPORTS)	
12. STANDS	
13. STORAGE SECTIONS	
14. TABLES	
15. TELEPHONE CABINETS	
16. WARDROBES	
17. WEARING APPAREL RACKS	
18. ALL OTHER GSA CONTROL ITEMS	
19. ALL OTHER GSA EXPEN- ABLE ITEMS	
20. TOTAL OFFICE FURNITURE	

- 2 -

EXPENSE CATEGORY	TOTAL EXPENSES
<p data-bbox="347 709 732 741">B. HOUSEHOLD FURNITURE:</p> <ul style="list-style-type: none"><li data-bbox="483 772 657 804">1. BEDROOM<li data-bbox="483 835 719 867">2. DINING ROOM<li data-bbox="483 898 797 930">3. FAMILY/REC. ROOM<li data-bbox="483 961 609 993">4. HALL<li data-bbox="483 1024 654 1056">5. KITCHEN<li data-bbox="483 1087 719 1119">6. LIVING ROOM<li data-bbox="483 1150 686 1182">7. ALL OTHER<li data-bbox="483 1213 792 1276">8. TOTAL, HOUSEHOLD FURNITURE <p data-bbox="347 1350 930 1476">C. TOTAL, ALL OTHER FURNITURE AND FURNISHINGS, INCLUDING, DORMITORY, HOSPITAL INSTITUTIONS, ETC.</p> <p data-bbox="347 1539 732 1570">D. TOTAL, ALL FURNITURE</p>	

DEFINITIONS FOR
FY 1981 REQUIREMENTS CALL
FOR OFFICE FURNITURE

Instructions: These definitions provide key product characteristics and differences for use by agencies in completing the FY 1981 Furniture Requirements Call due July 1, 1980 to GSA. The reference notation (e.g., "Ref.65/3") indicates page number (pg."65") and column number (col."3") of the GSA Furniture Catalog of October 1976. Here additional information can be found, if needed, to complete the FY 1981 Furniture Requirements Call form.

SECTION I. 249 CONTROLLED-NSN FURNITURE ITEMS

BINS STORAGE AND DISPLAY

Gray Steel

- 6 Shelves, 7 compartments, 36"w x 24"d x 84"-87"h
NSN 7125-00-270-7720 (Ref.65/3)
- 17 Shelves, 108 compartments, 90 dividers, 36"w x 12"d x 84"h
NSN 7125-00-270-7722 (Ref.65/3)

BOOKCASES

Gray Steel

- 2 Shelves, 1-adjustable, no doors, 22"w x 18"d x 29"-30½"h
NSN 7110-00-143-0839 (Ref.54/1)
- Section-stackable, interlocking, upward sliding glass door, 31"w x 12"d x 12"h
NSN 7110-00-262-6648 (Ref.54/2)

Wood, General Office

- 2 Shelves, 1-adjustable, no doors, legs, walnut-finished, matching plastic top, 36"w x 14"d x 12½"h
NSN 7110-00-194-1613 (Ref.44/3)

Wood, Executive - Traditional Style

- 3 Shelves - adjustable, double glass doors, walnut-finished, 42"w x 14"d x 50"h
NSN 7110-00-290-0368 (Ref.34/2)

Wood, Executive - Unitized Style

- 2 Shelves, 1-adjustable, double glass doors, walnut-finished, 38"w x 15"d x 49"h
NSN 7110-00-973-5127 (Ref.43/1)

Steel, Contemporary Style

- 2 Shelves, 1-adjustable, no doors, nonsectional, 30"-32"w x 13"-14 3/4"d x 29 1/2"h
NSN 7110-00-601-9823, Black (Ref.16/1)
NSN 7110-00-149-1621, Parchment (Ref.16/1)
- 3 Shelves, 2-adjustable, no doors, nonsectional, 30"-32"w x 13"-14 3/4"d x 48"h
NSN 7110-00-601-9821, Black (Ref.16/1)
NSN 7110-00-601-9822, Parchment (Ref.16/1)

CABINETS

Gray Steel

- Storage, 6 shelves-adjustable, double doors, 36"w x 18"d x 78"h
NSN 7125-00-641-5436, Knocked-down (Ref.57/3)
NSN 7125-00-269-8534, Setup (Ref.57/3)
- Storage, 8 shelves-adjustable, heavy-duty, knocked-down, 36"w x 18"d x 75"h
NSN 7125-00-988-9544 (Ref.65/2)
- Storage and wardrobe, 6 adjustable shelves, hat shelf, partition, coat rod, 2 coat hooks, double door, setup, 36"w x 18"d x 78"h
NSN 7125-00-641-5434(Ref.58/1)
- Small parts, 18 drawers with partitions and compartments, 34 1/4"w x 17"d x 10 5/8"h
NSN 7125-00-285-1803 (Ref.65/1)
34"w x 12"d x 13 3/4"h
NSN 7110-00-633-8721 (Ref.65/1)

- Small parts, 72 removable drawers, drawer pulls and label holders, 36"w x 18"d x 75"h
NSN 7125-00-062-7894 (Ref.65/1)
- Filing, 7 drawers for 9" x 6" cards, with non adjustable divider in each, 10"w x 27"d x 51"h
NSN 7110-00-281-7783 (Ref.57/1)
- Filing, 10 drawers for 3 $\frac{1}{4}$ " x 7 $\frac{3}{8}$ " EAM cards, no locks, 19"-21"w x 24 $\frac{3}{4}$ "-25 $\frac{1}{8}$ "d x 52 $\frac{1}{4}$ "-52 $\frac{1}{2}$ "h
NSN 7110-00-273-9459 (Ref.57/1)
- Filing, 11 drawers for 3 $\frac{1}{4}$ " x 7 $\frac{3}{8}$ " EAM cards, no locks, 19"-21"w x 28"-28 $\frac{5}{8}$ "d x 51"-53"h
NSN 7110-00-132-6496 (Ref. 57/1)
- Filing, correspondence
 - 2 drawers, with locks, legal size, 18"w x 28"d x 30 $\frac{1}{2}$ "h
NSN 7110-00-551-5493 (No Ref.)
 - 5 drawers, with locks, letter size, 15"w x 28"d x 57 $\frac{1}{2}$ "h
NSN 7110-00-286-3798 (Ref.56/3)
 - 5 drawers, with locks, legal size, 18"w x 28"d x 57 $\frac{1}{2}$ "h
NSN 7110-00-286-3796 (Ref.56/3)

Steel, Contemporary Style

- Storage, multiple shelves, double doors, knocked-down, 36"w x 18"d x 80 $\frac{9}{16}$ "h
NSN 7125-00-764-6129, Black (Ref.20/1)
NSN 7125-00-764-6141, Parchment (Ref.20/1)
- Storage, multiple shelves, double doors, knocked-down, 36"w x 18"d x 64 $\frac{3}{4}$ "h, parchment
NSN 7125-00-764-5744 (Ref.20/1)
- Filing, lateral, 3 dividers in each drawer
 - 2 drawers, plastic walnut top, 36"w x 18"d x 29 $\frac{1}{2}$ "h
NSN 7110-00-149-1646, Parchment (Ref.17/1)
 - 4 drawers, without plastic top, 36"w x 18"d x 52 $\frac{1}{2}$ "h
NSN 7110-00-149-2021, Black (Ref.17/2)
NSN 7110-00-149-2022, Parchment (Ref.17/2)

-4 drawers, without plastic top, 42"w x 18"d x 52½"h
NSN 7110-00-149-2024, Parchment (Ref.17/2)

-4 drawers, 1 shelf, without plastic top, 36"w x 18"d x
64 3/4"h
NSN 7110-00-149-1660, Black (Ref.17/3)
NSN 7110-00-149-1661, Parchment (Ref.17/3)

-4 drawers, 1 shelf, without plastic top, 42"w x 18"d
x 64 3/4"h
NSN 7110-00-149-1662, Black (Ref.17/3)
NSN 7110-00-149-1663, Parchment (Ref.17/3)

-1 drawer, 4 shelves, without plastic top, 36"w x 18"d
x 64 3/4"h, parchment
NSN 7110-00-149-1666 (Ref.17/3)

-1 drawer, 4 shelves, without plastic top, 42"w x 18"d
x 64 3/4"h, parchment
NSN 7110-00-149-1669 (Ref.17/3)

● Filing, correspondence

-2 Drawers, with locks, legal size, 18"w x 28"d x 30½"h
NSN 7110-00-497-1420, Black (Ref.18/3)
NSN 7110-00-764-5061, Parchment (Ref.18/3)

-2 drawers, with locks, letter size, 15"w x 28"d x 30½"h
NSN 7110-00-004-6695, Black (Ref.18/3)
NSN 7110-00-985-5687, Parchment (Ref.18/3)

-5 drawers, with locks, legal size 18"w x 28"d x 57½"h
NSN 7110-00-497-1783, Black (Ref.19/1)
NSN 7110-00-497-1829, Parchment (Ref.19/1)

-5 drawers, with locks, letter size, 15"w x 28"d x 57½"h
NSN 7110-00-497-2346, Black (Ref.19/1)
NSN 7110-00-497-2370, Parchment (Ref.19/1)

-5 drawers, without locks, legal size, 18"w x 28"d x 57½"h
NSN 7110-00-497-1976, Black (Ref.19/1)
NSN 7110-00-497-2012, Parchment (Ref.19/1)

-5 drawers, without locks, letter size, 15"w x 28"d x 57½"h
NSN 7110-00-497-2508, Black (Ref.19/1)
NSN 7110-00-497-2506, Parchment (Ref.19/1)

Steel, Walnut Finish

- Filing, correspondence

- 2 drawers, legal size, 18"w x 28"d x 30½"h
NSN 7110-00-551-5494 (Ref.64/3)

- 2 drawers, letter size, 15"w x 28"d x 30½"h
NSN 7110-00-551-5490 (Ref.64/3)

- 5 drawers, legal size, 18"w x 28"d x 57½"h
NSN 7110-00-551-5485 (Ref.64/3)

- 5 drawers, letter size, 15"w x 28"d x 57½"h
NSN 7110-00-551-5495 (Ref.64/3)

CARRELS, DESK

Steel, Contemporary Style

- 1 shelf, 60"w x 10 3/4"-12"d x 35¼"h
NSN 7110-00-113-2302, Black (Ref.13/1)
NSN 7110-00-113-2321, Parchment (Ref.13/1)

- 1 Shelf - adjustable, 60"w x 11"-12"d x 20½"-25"h
NSN 7110-00-004-6706, Parchment (No Ref.)

CHAIRS

Gray Steel

- Straight, gray upholstery
NSN 7110-00-273-8782, With arms (Ref.48/1)
NSN 7110-00-273-8785, Without arms (Ref.48/1)
- Rotary, tilting seat and back
NSN 7110-00-782-3504, With arms, black up. (Ref.48/2)
NSN 7110-00-273-8793, With arms, gray up. (Ref.48/2)
NSN 7110-00-273-8795, Without arms, gray up. (Ref.48/2)
- Rotary, posture back, gray upholstery
NSN 7110-00-273-8789, With arms, (Ref.48/3)
- Rotary, adjustable spring back
NSN 7110-00-782-3507, Without arms, black up. (Ref.49/2)
NSN 7110-00-273-8791, Without arms, gray up. (Ref.49/2)

- Rotary, drafting, nontilting seat and back, foam rubber padded, adjustable seat, gray upholstery
NSN 7110-00-281-4469, Fabric up. (Ref.49/3)
NSN 7110-00-194-1611, Artificial leather up. (Ref.49/3)

Metal

- Rotary, satin-aluminum finish, with arms, artificial leather upholstery

-Tilting seat and back
NSN 7110-00-264-5340, Black up. (Ref.62/2)

-Tilting seat and adjustable back
NSN 7110-00-262-6690, Black up. (Ref.62/3)
- Rotary, satin-aluminum finish, with arms, fabric upholstery
NSN 7110-00-952-7209, Black up. (Ref.62/3)
NSN 7110-00-753-5552, Green/Black up. (Ref.62/3)
NSN 7110-00-753-5553, Red/Black up. (Ref.62/3)
NSN 7110-00-753-5551, White/Black up. (Ref.62/3)
- Straight, satin-aluminum finish, with arms, artificial leather upholstery
NSN 7110-00-264-5339, Black up. (Ref.62/1)

Wood, Executive - Traditional Style

- Barrel, low back, brown artificial leather upholstery, walnut-finished legs and posts
NSN 7105-00-056-9514 (Ref.29/2)
- Easy, shoulder-height back, brown artificial leather upholstery, walnut-finished legs, metal feet
NSN 7110-00-927-3197 (Ref.28/2)
- Rotary, Executive posture, shoulder-height back, artificial leather upholstery, fabric seat, walnut-finished
NSN 7110-00-964-7516, Brown up. (Ref.31/2)
NSN 7110-00-964-7528, Blue up. (Ref.31/2)
- Rotary, Judge's, high-back, brown artificial leather upholstery, fabric seat, headrest, walnut-finished
NSN 7110-00-964-7370 (Ref.31/1)

- Rotary, secretarial (typist's), without arms, brown artificial leather back, fabric seat, walnut-finished
NSN 7110-00-957-5419 (Ref.31/3)
- Straight, brown artificial leather upholstery, walnut-finished legs
NSN 7110-00-959-4754, With arms (Ref.30/1)
NSN 7110-00-959-4737, Without arms (Ref.30/2)
- Wing, brown artificial leather upholstery, walnut-finished legs
NSN 7105-00-113-5410 (Ref.29/1)

Wood, Executive – Unitized Style

- Rotary, posture, walnut-finished, with arms, tilting back, adjustable seat, artificial leather upholstery, fabric seat
NSN 7110-00-931-4442, Blue (Ref.40/1)
NSN 7110-00-931-4448, Tan (Ref.40/1)
- Rotary, secretarial, walnut-finished, without arms, adjustable back, artificial leather upholstery, fabric seat, tan color
NSN 7110-00-931-4468 (Ref.40/3)
- Straight, walnut-finished, with arms, artificial leather upholstery, fabric seat
NSN 7110-00-931-4402, Blue (Ref.40/2)
NSN 7110-00-931-4408, Tan (Ref.40/2)

Steel, Contemporary Style

- Rotary, molded-plastic, high-back, with arms, double-shell design, upholstered, tilting seat and back, adjustable seat height, casters. Includes the following 2-color and 1-color upholsteries
NSN 7110-00-597-7959, Orange/rust up. (Ref.6/1)
NSN 7110-00-597-7968, Sand/white up (Ref.6/1)
NSN 7110-00-597-7980, Yellow/gold up. (Ref.6/1)
NSN 7110-00-597-8000, Blue/black up. (Ref.6/1)
NSN 7110-00-597-8010, Black/brown up. (Ref.6/1)
NSN 7110-00-597-8014, Green/black up. (Ref.6/1)
NSN 7110-00-597-7999, Blue/black up. (Ref.6/1)
NSN 7110-01-018-6757, Black (Ref.6/1)

- Rotary, molded-plastic, low-back, with arms, double-shell design, upholstered, tilting seat and back, adjustable seat height, casters. Includes the following 2-color and 1-color upholsteries
NSN 7110-00-602-0229, Orange/rust up. (Ref.6/2)
NSN 7110-00-602-0254, Sand/white up. (Ref.6/2)
NSN 7110-00-602-0262, Yellow/gold up. (Ref.6/2)
NSN 7110-00-602-0263, Blue/black up. (Ref.6/2)
NSN 7110-00-602-0322, Black/white up. (Ref.6/2)
NSN 7110-00-602-0325, Black/brown up. (Ref.6/2)
NSN 7110-00-602-0330, Green/black up. (Ref.6/2)
NSN 7110-00-602-0266, Red/black up. (Ref.6/2)
NSN 7110-01-017-3634, Black (Ref.6/2)
- Rotary, molded-plastic, low-back, without arms, double-shell design, upholstered, tilting seat and back, adjustable seat height, casters. Includes the following 2-color upholsteries.
NSN 7110-00-601-9030, Orange/rust up. (Ref.6/3)
NSN 7110-00-601-9031, Sand/white up. (Ref.6/3)
NSN 7110-00-601-9033, Yellow/gold up. (Ref.6/3)
NSN 7110-00-601-9037, Blue/black up. (Ref.6/3)
NSN 7110-00-601-9043, Black/brown up. (Ref.6/3)
NSN 7110-00-601-9044, Green/black up. (Ref.6/3)
NSN 7110-00-601-9040, Red/black up. (Ref.6/3)
- Rotary, molded-plastic, secretarial, without arms, double-shell design, upholstered, nontilting seat, adjustable tilting back, adjustable seat height, casters. Includes the following 2-color and 1-color upholsteries.
NSN 7110-00-149-2064, Orange/rust up. (Ref.7/3)
NSN 7110-00-149-2065, Sand/white up. (Ref.7/3)
NSN 7110-00-149-2066, Yellow/gold up. (Ref.7/3)
NSN 7110-00-149-2067, Blue/black up. (Ref.7/3)
NSN 7110-00-149-2070, Black/brown up. (Ref.7/3)
NSN 7110-00-149-2071, Green/black up. (Ref.7/3)
NSN 7110-00-149-2068, Red/black up. (Ref.7/3)
NSN 7110-00-000-0102, Black up. (Ref.7/3)

- Rotary, molded-plastic low-back, with arms, double-shell design, upholstered, nontilting seat and back, fixed seat height, glides, side-use. Includes the following 2-color and 1-color upholsteries.
NSN 7110-00-149-1649, Orange/rust up. (Ref.7/1)
NSN 7110-00-149-1650, Sand/white up. (Ref.7/1)
NSN 7110-00-149-1652, Yellow/gold up. (Ref.7/1)
NSN 7110-00-149-1653, Blue/black up. (Ref.7/1)
NSN 7110-00-149-1656, Black/brown up. (Ref.7/1)
NSN 7110-00-149-1658, Green/black up. (Ref.7/1)
NSN 7110-00-149-1654, Red/black up. (Ref.7/1)
NSN 7110-00-000-0103, Black up. (Ref.7/1)
- Rotary, molded-plastic, low-back, without arms, double-shell design, upholstered, nontilting seat and back, fixed seat height, glides, side-use. Includes the following 2-color and 1-color upholsteries.
NSN 7110-00-149-2072, Orange/rust up. (Ref.7/2)
NSN 7110-00-149-2073, Sand/white up. (Ref.7/2)
NSN 7110-00-149-2074, Yellow/gold up. (Ref.7/2)
NSN 7110-00-149-2075, Blue/black up. (Ref.7/2)
NSN 7110-00-149-2078, Black/brown up. (Ref.7/2)
NSN 7110-00-149-2079, Green/black up. (Ref.7/2)
NSN 7110-00-149-2076, Red/black up. (Ref.7/2)
NSN 7110-01-018-6727, Black up. (Ref.7/2)

CREDENZAS

Gray Steel

- Two bookcase units with door and lock, knee space with shelf, knocked-down, 66"w x 18"d x 30½"h
NSN 7110-00-097-8128 (Ref.55/1)

Wood, Executive - Traditional Style

- Walnut- finished, 2 bookcase units with doors, 2 drawers, knee space, center open shelf, 72"w x 18"d x 30"h
NSN 7110-00-833-0486 (Ref.34/1)

Wood, Executive - Unitized Style

- Walnut- finished, 2 bookcase units with doors, knee space with open shelf, 66"w x 18"d x 30"h
NSN 7110-00-762-5513 (Ref.43/1)

Steel, Contemporary Style

- Walnut wood grain plastic top, baked-on enamel finish, tubular satin-chrome legs, with locks
- Bookcase unit with doors, 3 file sections, 75"-77"w x 18"-19 3/4"d x 29 1/2"h
NSN 7110-00-128-0076, Black (Ref.12/2)
NSN 7110-00-149-1659, Parchment (Ref.12/2)
- Bookcase unit with doors, 2 file sections, 60"-62"w x 18"-19 3/4"d x 29 1/2"h
NSN 7110-00-128-0077, Black (Ref.12/3)
NSN 7110-00-128-0094, Parchment (Ref.12/3)
- Bookcase unit with doors, adjustable shelf
30"-32"w x 18"-19 3/4"d x 29 1/2"h
NSN 7110-00-128-0096, Black (Ref.12/3)
NSN 7110-00-128-0546, Parchment (Ref.12/3)
- No bookcase unit, 2 file sections, with knee space and storage drawer, 60"-62"w x 18"-19 3/4"d x 29 1/2"h
NSN 7110-00-128-0065, Black (Ref.12/3)
NSN 7110-00-128-0067, Parchment (Ref.12/3)

DESKS

Gray Steel

- Double-pedestal, clerical, 1 file and 4 storage drawers
NSN 7110-00-143-0832, Center drawer (Ref.50/1)
NSN 7110-00-758-6146, No center drawer (Ref.51/1)
- Double-pedestal, secretarial, center and 3 storage drawers, typewriter storage compartments
NSN 7110-00-143-0835, Left compartment (Ref.52/2)
NSN 7110-00-143-0838, Right compartment (Ref.52/3)

- Single right-pedestal, 3 storage drawers
NSN 7110-00-740-8931 (Ref.51/2)
- Typewriter well , recessed in top
NSN 7110-00-143-0833 (Ref.52/3)
- Single right-pedestal, file and center drawers
NSN 7110-00-143-0830 (Ref.50/2)
- Double-pedestal, conference style with overhang
on sides and back, 1 file and 4 storage drawers
NSN 7110-00-143-0840 (Ref.51/3)

Steel, Contemporary Style

- Walnut woodgrain plastic top with self-edge,
center and file drawers, tubular satin-chrome legs
- Double-pedestal, nonconference style, 1 center,
1 file and 4 storage drawers, 60"w x 30"d x 29½"h
NSN 7110-00-149-1626, Black (Ref.9/2)
NSN 7110-00-149-1630, Parchment (Ref.9/2)
- Double-pedestal, conference style with overhang on
back and sides, 1 center, 1 file and 4 storage drawers,
72"w x 36"d x 29½"h
NSN 7110-00-149-1627, Black (Ref.10/1)
NSN 7110-00-149-1631, Parchment (Ref.10/1)
- Single-pedestal, clerical, 1 center, 1 file and 1 storage
drawer. 60"w x 30"d x 29½"h (matching L-unit available)
NSN 7110-01-015-1362, Right-Pedestal, Black (Ref.18/2)
NSN 7110-01-015-1361, Right-Pedestal, Parchment (Ref.8/2)
NSN 7110-01-016-5642, Left-Pedestal, Black (Ref.8/3)
NSN 7110-01-021-3609, Left-Pedestal, Parchment (Ref.8/3)

-Single-pedestal, clerical, 1 center, 1 file and 1 storage drawer, 45"w x 30"d x 29½"h
NSN 7110-00-149-1624, Right-Pedestal, Black (Ref.8/2)
NSN 7110-00-149-1628, Right-Pedestal, Parchment (Ref.8/2)
NSN 7110-00-149-1625, Left-Pedestal, Black (Ref.8/3)
NSN 7110-00-149-1629, Left-Pedestal, Parchment (Ref.8/3)

-Single right-pedestal, interview style with overhang on back, 1 center, 1 file and 1 storage drawer, 60"w x 36"d x 29½"h
NSN 7110-00-601-9850, Black (Ref.9/1)
NSN 7110-00-601-9851, Parchment (Ref.9/1)

Wood General Office

- Double-pedestal, walnut-finished with matching plastic top, 1 file and 4 storage drawers
NSN 7110-00-143-1038, 60"w x 30"d x 29½"h (Ref.44/2)
NSN 7110-00-177-4881, 68"w x 38"d x 29½"h (Ref.44/2)

Wood, Executive, Traditional Style

- Double-pedestal, walnut-finished, 1 center, 1 file, 2 utility and 4 storage drawers, 66"w x 40"d x 30"h
NSN 7110-00-262-6693 (Ref.32/1)
- Double-pedestal, secretarial, walnut-finished, 1 center, 1 stationery and 3 storage drawers, typewriter compartment, 60"w x 34"d x 30"h
NSN 7110-00-262-6691, Right compartment (Ref.33/1)
NSN 7110-00-262-6692, Left compartment (Ref.33/1)

Wood, Executive-Unitized Style

- Double-pedestal, walnut-finished with matching plastic top, 1 center, 1 file and 4 storage drawers
-60"w x 30"d x 29½"h, no overhang
NSN 7110-00-958-0779 (Ref.41/1)
-74"w x 38"d x 29½"h, with overhang back and sides
NSN 7110-00-847-0226 (Ref.41/2)
- o Single-pedestal, walnut-finished with matching plastic top, 1 center, 1 storage, and 1 file drawer, 60"w x 30"d x 29½"-30½"h (matching L-unit available)
NSN 7110-00-721-9941, Right-Pedestal (Ref.42/1)
NSN 7110-00-721-9940, Left-Pedestal (Ref.42/1)

DESK ATTACHMENTS

Gray Steel

- Interchangeable right or left, 1 letter and 2 storage drawers, adjustable height, knocked-down, 66"w x 18"d x 29"-30½"h
NSN 7110-00-143-0902 (Ref.53/2)

Wood, Executive-Unitized Style

- Walnut-finished with matching plastic top, 1 file and 1 storage drawer, 36"w x 18"d x 26½"h
NSN 7110-00-902-8375, Right-Pedestal (Ref.42/2)
NSN 7110-00-902-8374, Left-Pedestal (Ref.42/2)

Steel, Contemporary Style

- With walnut-patterned plastic top
 - 1 file and 1 storage drawer, Parchment
37½"-40"w x 18"-20"d x 29"-29¼'h
NSN 7110-01-016-7147, Right-Pedestal (Ref.11/1)
NSN 7110-01-016-6580, Left-Pedestal (Ref.11/1)
 - 1 file and 1 storage drawer, 37½"-40"w x 18"-20"d x 26"-26¼'h
NSN 7110-01-017-8950, Right-Pedestal, Parchment (Ref.11/2)
NSN 7110-01-017-8770, Left-Pedestal, Black (Ref.11/2)
NSN 7110-01-017-8952, Left-Pedestal, Parchment (Ref.11/2)
 - Stationery storage, 37½"-40"w x 18"-20"d x 26"-26¼'h
NSN 7110-01-016-7663, Right-Pedestal, Black (ref.11/3)
NSN 7110-01-016-8717, Right-Pedestal, Parchment (Ref.11/3)
NSN 7110-01-016-8718, Left-Pedestal, Black (Ref.11/3)
NSN 7110-01-016-8719, Left-Pedestal, Parchment (Ref.11/3)

LOCKERS

Gray Steel

- Door, 1 hat shelf, 1 coat rod, 4 coat hooks, knocked-down
-18"w x 21"d x 78"h, with lock and keys
NSN 7125-00-530-1938 (Ref.68/2)

-18"w x 24"d x 78"h

NSN 7125-00-543-7124, Lock and keys (Ref.68/2)

NSN 7125-00-680-2764, Padlock (Ref.68/2)

- Door, 1 hat shelf and 4 removable shelves, partition, 1 coat rod, 2 clothes hooks, 1 towel bar, knocked-down, designed for padlock
NSN 7125-00-753-6238 (Ref.68/2)

PARTITIONS

Steel, Contemporary Style

- Straight, fabric-covered, satin-finished metal

-36"w x 60"h

NSN 7195-01-022-3578, Rust (Ref.22/2)

NSN 7195-01-017-7876, Gold (Ref.22/2)

NSN 7195-01-022-3579, Blue (Ref.22/2)

-60"w x 60"h

NSN 7195-00-118-8922, Rust (Ref.22/2)

NSN 7195-00-118-8923, Red (Ref.22/2)

NSN 7195-00-118-8933, Sand (Ref.22/2)

NSN 7195-01-022-0887, Gold (Ref.22/2)

NSN 7195-00-118-8964, Blue (Ref.22/2)

NSN 7195-00-118-8963, Green (Ref.22/2)

-60"w x 72"h

NSN 7195-00-118-8967, Rust (Ref.22/2)

NSN 7195-00-118-8966, Red (Ref.22/2)

NSN 7195-00-118-8987, Sand (Ref.22/2)

NSN 7195-01-022-0888, Gold (Ref.22/2)

NSN 7195-00-118-8990, Blue (Ref.22/2)

NSN 7195-00-118-8989, Green (Ref.22/2)

SHELVING

Gray Steel

- 6 sloping shelves with dividers, 2 compartments with dividers, 7 label holders
NSN 7125-00-286-5301 (Ref.66/2)
- 6 open shelves, 36"w x 18"d x 87"h
NSN 7125-00-559-6378 (Ref.66/2)

- 4 open shelves, 48"w x 24"d x 75"h
NSN 7125-00-558-0011 (Ref.66/2)

SOFA (Davenport)

Wood, Executive-Traditional Style

- Brown artificial leather upholstery, 3 cushions, walnut-finished wood legs, metal feet, shoulder-height back, 84" long
NSN 7110-00-916-5840 (Ref.28/1)

STANDS

Gray Steel

- Office machine, 1 drawer, no casters, 36"w x 24"d x 26½"h
NSN 7110-00-143-0825 (Ref.55/3)
- Office machine, light wood finish, legs and casters, 2 drop leaves, 20"w x 18"d x 26½"h
NSN 7110-00-262-6654, Knocked-down (Ref.64/1)
NSN 7110-00-685-5534, Setup (Ref.64/1)

Wood, General Office

- Office machine, walnut-finished with matching plastic top, 1 drawer, 33½"w x 17½"d x 26"h
NSN 7110-00-151-6485 (Ref.45/1)

Steel, Contemporary Style

- Office machine, walnut-patterned plastic top, casters, 2 drop leaves, 23"-26"w x 17 3/4"d x 26"-27"h
NSN 7110-00-601-9835, Black (Ref.19/2)
NSN 7110-00-601-9849, Parchment (Ref.19/2)
- Telephone, walnut-patterned plastic top, glides, 14"-16"w x 18"-26"d x 29½"h

-No door, 2 shelves, 1-adjustable
NSN 7110-00-601-9841, Parchment (Ref.19/3)

-Door, 2 shelves, 1-adjustable
NSN 7110-00-601-9832, Black (Ref.19/3)
NSN 7110-00-601-9847, Parchment (Ref.19/3)

STORAGE SECTIONS

Wood, Executive-Unitized Style

- Walnut-finished with matching plastic top

-1 file, 1 storage drawer, 22"w x 18"d x 29½"h
NSN 7110-00-734-5116, (Ref.42/2)

-1 file, 4 storage drawers, 42"w x 18"d x 29½"h
NSN 7110-00-734-5126, (Ref.42/3)

TABLES

Gray Steel

- Office, 1 center drawer, knocked-down

-Dimensions: 36"w x 24"d x 30½"h
NSN 7110-00-143-0820 (Ref.55/2)

-Dimensions: 45"w x 34"d x 30½"h
NSN 7110-00-143-1821 (Ref.55/2)

-Dimensions: 60"w x 34"d x 30½"h
NSN 7110-00-143-0822 (Ref.55/2)

Wood, General Office

- Office, walnut-finished with matching plastic top, no drawers, knocked-down, 36"w x 24"d x 29½"h
NSN 7110-00-177-4901 (Ref.45/1)

Wood, Executive-Traditional Style

- Office, walnut-finished, brass or bronze hardware

-1 drawer, 48"w x 30"d x 30"h
NSN 7110-00-264-5236 (Ref.35/1)

-2 drawers, 72"w x 26"d x 30"h
NSN 7110-00-267-6980 (Ref.35/1)

- Occasional, walnut-finished

-Coffee, 60"w x 20"d x 16"h
NSN 7110-00-926-6702 (Ref.35/2)

-End, 1 shelf, 26"w x 18"d x 22"h
NSN 7110-00-993-5073 (Ref.35/2)

Wood, Executive-Unitized Style

- Office, walnut-finished with matching plastic top

-Dimensions: 60"w x 30"d x 29½"h
NSN 7110-00-958-0780 (Ref.43/2)

-Dimensions: 72"w x 34"d x 29½"h, overhang
NSN 7110-00-823-7675 (Ref.43/3)

Steel, Contemporary Style

- Office, walnut-patterned plastic top

-Overhang, no drawers, 72"w x 36"d x 29½"h
NSN 7110-00-113-0448, Black apron (Ref.14/2)
NSN 7110-00-113-0454, Parchment apron (Ref.14/2)

-Overhang, no drawers, 84"w x 36"d x 29½"h
NSN 7110-00-149-2044, Black apron (Ref.14/2)
NSN 7110-00-149-2045, Parchment apron (Ref.14/2)

-No overhang, 1 center drawer, 60"w x 30"d x 29½"h
NSN 7110-00-113-0507, Black apron (Ref.14/3)
NSN 7110-00-113-0509, Parchment apron (Ref.14/3)

-No overhang, 1 center drawer, 60"w x 24"d x 29½"h
NSN 7110-00-113-0521, Parchment apron (Ref.14/3)

-No overhang, 1 center drawer, 36"w x 24"d x 29½"h
NSN 7110-00-113-0595, Black apron (Ref.15/1)
NSN 7110-00-113-0633, Parchment apron (Ref.15/1)

TELEPHONE CABINETS

Wood, Executive-Traditional Style

- Door, walnut-finished, 3 shelves, 2-adjustable,
24"w x 18"d x 30"h
NSN 7110-00-264-4561 (Ref.33/2)

WARDROBES

Gray Steel

- Double door, 1 hat shelf, 1 coat rod, knocked-down, 36"w x 24"d x 78"h
NSN 7105-00-275-6224 (Ref.58/2)
- Double door, 3 drawers, 4 shelves, 2-adjustable, 1 coat rod, 2 coat hooks, wardrobe section, knocked-down, 36"w x 24"d x 84"h
NSN 7105-00-269-9217 (Ref.68/3)

Wood

- Double door, steel frame, plastic walnut-finished, no drawers, 1 hat shelf, 1 clothes rod, knocked-down, 41 7/8"w x 23 7/8"d x 72"h
NSN 7105-00-151-6575 (Ref.68/3)

Steel, Contemporary Style

- Double door, multiple use, wardrobe and/or storage, knocked-down, 36"w x 18"d x 80 9/16"h
NSN 7105-00-764-5193, Black (Ref.20/3)
NSN 7105-00-764-5162, Parchment (Ref.20/3)

WEARING APPAREL RACK

Wood, Executive-Traditional Style

- Costumer, walnut-finished, 4 metal hooks, decorative base, 67"h
NSN 7195-00-132-6642 (Ref.35/3)

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ATTACHMENT
11

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Approved For Release 2003/05/23 : CIA-RDP83-00957R000100090011-7

Item	Present Inventory	Requiring Replacement	Replaced By Repair	Needs (+ or -) (Mgmt. Factors)	Net New Acquisition	Catalog Price	Total Expense Plan
<u>Shelving, storage and display</u>							
7125-00-558-0011							
7125-00-559-6378							
7125-00-286-5301							
TOTAL NSN							
TOTAL OTHER							
<u>Storage section</u>							
7110-00-734-5116							
7110-00-734-5126							
TOTAL NSN							
TOTAL OTHER							
<u>CHAIRS</u>							
<u>Chair, barrel</u>							
7105-00-056-9514							
TOTAL NSN							
TOTAL OTHER							
<u>Chair, wing</u>							
7105-00-113-5410							
TOTAL NSN							
TOTAL OTHER							
<u>Armed Side Chair, rotary</u>							
7110-00-000-0103							
7110-00-149-1649							
7110-00-149-1650							
7110-00-149-1652							
7110-00-149-1653							
7110-00-149-1654							
7110-00-149-1656							
7110-00-149-1658							
TOTAL NSN							
TOTAL OTHER							

Approved For Release 2003/05/23 : CIA-RDP83-00957R000100090011-7

<u>Item</u>	<u>Present Inventory</u>	<u>Requiring Replacement</u>	<u>Replaced By Repair</u>	<u>Needs (+ or -) (Mgmt. Factors)</u>	<u>Net New Acquisition</u>	<u>Catalog Price</u>	<u>Total Expense Plan</u>
<u>Armless Secretarial Chair, rotary</u>							
7110-00-000-0102							
7110-00-149-2064							
7110-00-149-2065							
7110-00-149-2066							
7110-00-149-2067							
7110-00-149-2068							
7110-00-149-2070							
7110-00-149-2071							
TOTAL NSN							
TOTAL OTHER							
<u>Armless Side Chair, rotary</u>							
7110-00-149-2072							
7110-00-149-2073							
7110-00-149-2074							
7110-00-149-2075							
7110-00-149-2076							
7110-00-149-2078							
7110-00-149-2079							
7110-01-018-6727							
TOTAL NSN							
TOTAL OTHER							
<u>Armless Drafting Chair, rotary</u>							
7110-00-281-4469							
7110-00-194-1611							
TOTAL NSN							
TOTAL OTHER							
<u>Armless Typist Chair, rotary</u>							
7110-00-782-3507							
7110-00-273-8791							
TOTAL NSN							
TOTAL OTHER							

Item	Present Inventory	Requiring Replacement	Replaced By Repair	Needs (+ or -) (Mgmt. Factors)	Net New Acquisition	Catalog Price	Total Expense Plan
<u>Armed Straight Chair, rotary</u>							
7110-00-782-3504							
7110-00-273-8793							
TOTAL NSN							
TOTAL OTHER							
<u>Armed Desk Chair, rotary</u>							
7110-01-018-6757							
7110-00-597-7959							
7110-00-597-7968							
7110-00-597-7980							
7110-00-597-7999							
7110-00-597-8000							
7110-00-597-8010							
7110-00-597-8014							
TOTAL NSN							
TOTAL OTHER							
<u>Armless Desk Chair, rotary</u>							
7110-00-601-9030							
7110-00-601-9031							
7110-00-601-9033							
7110-00-601-9037							
7110-00-601-9040							
7110-00-601-9043							
7110-00-601-9044							
TOTAL NSN							
TOTAL OTHER							
<u>Armed Desk Chair, rotary</u>							
7110-01-017-3634							
7110-00-602-0229							
7110-00-602-0254							
7110-00-602-0262							
7110-00-602-0263							
7110-00-602-0266							
7110-00-602-0322							
7110-00-602-0325							
7110-00-602-0330							
TOTAL NSN							
TOTAL OTHER							

<u>Item</u>	<u>Present Inventory</u>	<u>Requiring Replacement</u>	<u>Replaced By Repair</u>	<u>Needs (+ or -) (Mgmt. Factors)</u>	<u>Net New Acquisition</u>	<u>Catalog Price</u>	<u>Total Expense Plan</u>
<u>Armed Clerical Chair, rotary</u>							
7110-00-952-7209							
7110-00-753-5551							
7110-00-753-5552							
7110-00-753-5553							
TOTAL NSN							
TOTAL OTHER							
<u>Armed Side Chair, straight</u>							
7110-00-931-4402							
7110-00-931-4408							
TOTAL NSN							
TOTAL OTHER							
<u>Armed Executive Posture Chair, rotary</u>							
7110-00-931-4442							
7110-00-931-4448							
7110-00-964-7516							
7110-00-964-7528							
TOTAL NSN							
TOTAL OTHER							
<u>Other Chair, rotary</u>							
7110-00-262-6690							
7110-00-264-5340							
7110-00-273-8789							
7110-00-273-8795							
7110-00-931-4468							
7110-00-957-5419							
7110-00-964-7370							
TOTAL NSN							
TOTAL OTHER							
<u>Chair, easy</u>							
7110-00-927-3197							
TOTAL NSN							
TOTAL OTHER							

<u>Item</u>	<u>Present Inventory</u>	<u>Requiring Replacement</u>	<u>Replaced By Repair</u>	<u>Needs (+ or -) (Mgmt. Factors)</u>	<u>Net New Acquisition</u>	<u>Catalog Price</u>	<u>Total Expense Plan</u>
<u>Other Chair, straight</u>							
7110-00-264-5339							
7110-00-959-4737							
7110-00-959-4754							
7110-00-273-8782							
7110-00-273-8785							
TOTAL NSN							
TOTAL OTHER							
<u>PARTITIONS</u>							
<u>Partition, free-standing, 60" x 60"</u>							
7195-00-118-8922							
7195-00-118-8923							
7195-00-118-8933							
7195-00-118-8963							
7195-00-118-8964							
7195-01-022-0887							
TOTAL NSN							
TOTAL OTHER							
<u>Partition, free-standing, 60" x 72"</u>							
7195-00-118-8966							
7195-00-118-8967							
7195-00-118-8987							
7195-01-022-0888							
7195-00-118-8989							
7195-00-118-8990							
TOTAL NSN							
TOTAL OTHER							
<u>Partition, free-standing, 36" x 60"</u>							
7195-01-017-7876							
7195-01-022-3578							
7195-01-022-3579							
TOTAL NSN							
TOTAL OTHER							

<u>Item</u>	<u>Present Inventory</u>	<u>Requiring Replacement</u>	<u>Replaced By Repair</u>	<u>Needs (+ or -) (Mgmt. Factors)</u>	<u>Net New Acquisition</u>	<u>Catalog Price</u>	<u>Total Expense Plan</u>
<u>Bookcases and Sectionis</u>							
7110-00-149-1621							
7110-00-143-0839							
7110-00-194-1613							
7110-00-262-6648							
7110-00-290-0368							
7110-00-601-9821							
7110-00-601-9822							
7110-00-601-9823							
7110-00-973-5127							
TOTAL NSN							
TOTAL OTHER							
<u>Cabinet, Combination</u>							
7110-00-149-1660							
7110-00-149-1661							
7110-00-149-1662							
7110-00-149-1663							
7110-00-149-1666							
7110-00-149-1669							
TOTAL NSN							
TOTAL OTHER							
<u>Cabinet, Small parts</u>							
7125-00-062-7894							
7125-00-285-1803							
7125-00-633-8721							
TOTAL NSN							
TOTAL OTHER							
<u>Cabinet, Telephone</u>							
7110-00-264-4561							
TOTAL NSN							
TOTAL OTHER							

Item	Number Present Inventory	Number Requiring Replacement	Number Replaced By Repair	New/Excess Needs (+ or -) (Mgmt. Factors)	Net New Acquisition	Catalog Price	Total Expense Plan
<u>Cabinet, Storage</u>							
7125-00-269-8534							
7125-00-641-5434							
7125-00-641-5436							
7125-00-764-5744							
7125-00-764-6129							
7125-00-764-6141							
7125-00-988-9544							
TOTAL NSN							
TOTAL OTHER							
<u>Carrels, Desk</u>							
7110-00-004-6706							
7110-00-113-2302							
7110-00-113-2321							
TOTAL NSN							
TOTAL OTHER							
<u>Credenza, Office</u>							
7110-00-128-0065							
7110-00-128-0067							
7110-00-128-0076							
7110-00-128-0077							
7110-00-128-0094							
7110-00-128-0096							
7110-00-128-0546							
7110-00-097-8128							
7110-00-149-1659							
7110-00-762-5513							
7110-00-833-0486							
TOTAL NSN							
TOTAL OTHER							
<u>Davenport</u>							
7110-00-916-5840							
TOTAL NSN							
TOTAL OTHER							

Item	Present Inventory	Requiring Replacement	Replaced By Repair	Needs (+ or -) (Mgmt. Factors)	Net New Acquisition	Catalog Price	Total Expense Plan
<u>Filing Cabinets</u>							
7110-00-132-6496							
7110-00-004-6695							
7110-00-149-1646							
7110-00-149-2021							
7110-00-149-2022							
7110-00-149-2024							
7110-00-273-9459							
7110-00-281-7783							
7110-00-286-3796							
7110-00-286-3798							
7110-00-497-1420							
7110-00-497-1783							
7110-00-497-1829							
7110-00-497-1976							
7110-00-497-2012							
7110-00-497-2346							
7110-00-497-2370							
7110-00-497-2506							
7110-00-497-2508							
7110-00-551-5485							
7110-00-551-5490							
7110-00-551-5493							
7110-00-551-5494							
7110-00-551-5495							
7110-00-764-5061							
7110-00-985-5687							
TOTAL NSN							
TOTAL OTHER							
<u>DESKS, CONTEMPORARY STEEL</u>							
<u>Double Pedestal</u>							
7110-00-149-1626							
7110-00-149-1630							
TOTAL NSN							
TOTAL OTHER							

Item	Present Inventory	Requiring Replacement	Replaced By Repair	Needs (+ or -) (Mgmt. Factors)	Net New Acquisition	Catalog Price	Total Expense Plan
<u>Single Pedestal</u>							
7110-01-015-1361							
7110-01-015-1362							
7110-01-016-5642							
7110-01-021-3609							
7110-00-601-9850							
7110-00-601-9851							
7110-00-149-1624							
7110-00-149-1628							
7110-00-149-1625							
7110-00-149-1629							
TOTAL NSN							
TOTAL OTHER							
<u>Conference</u>							
7110-00-149-1627							
7110-00-149-1631							
TOTAL NSN							
TOTAL OTHER							
<u>DESKS, GENERAL OFFICE, GRAY STEEL</u>							
<u>Double Pedestal</u>							
7110-00-143-0832							
7110-00-758-6146							
7110-00-143-0835							
7110-00-143-0838							
TOTAL NSN							
TOTAL OTHER							
<u>Single Pedestal</u>							
7110-00-143-0830							
7110-00-740-8931							
7110-00-143-0833							
TOTAL NSN							
TOTAL OTHER							

Item	Present Inventory	Requiring Replacement	Replaced By Repair	Needs (+ or -) (Mgmt. Factors)	Net New Acquisition	Catalog Price	Total Expense Plan
<u>Conference</u>							
7110-00-143-0840							
TOTAL NSN							
TOTAL OTHER							
<u>DESKS, GENERAL OFFICE, WOOD</u>							
<u>Double Pedestal</u>							
7110-00-143-1038							
7110-00-177-4881							
7110-00-847-0226							
7110-00-958-0779							
TOTAL NSN							
TOTAL OTHER							
<u>DESK, EXECUTIVE TRADITIONAL, WOOD</u>							
7110-00-262-6693							
TOTAL NSN							
TOTAL OTHER							
<u>DESKS, EXECUTIVE SECRETARIAL, WOOD</u>							
<u>Single Pedestal</u>							
7110-00-262-6691							
7110-00-262-6692							
TOTAL NSN							
TOTAL OTHER							
<u>DESKS, L-UNIT, EXECUTIVE WOOD</u>							
7110-00-721-9940							
7110-00-721-9941							
TOTAL NSN							
TOTAL OTHER							

<u>Item</u>	<u>Present Inventory</u>	<u>Requiring Replacement</u>	<u>Replaced By Repair</u>	<u>Needs (+ or -) (Mgmt. Factors)</u>	<u>Net New Acquisition</u>	<u>Catalog Price</u>	<u>Total Expense Plan</u>
<u>DESK ATTACHMENTS, CONTEMPORARY STEEL</u>							
Drawer Pedestal							
7110-01-016-7147							
7110-01-016-6580							
7110-01-017-8950							
7110-01-017-8770							
7110-01-017-8952							
TOTAL NSN							
TOTAL OTHER							
<u>Stationery pedestal</u>							
7110-01-016-7663							
7110-01-016-8717							
7110-01-016-8718							
7110-01-016-8719							
TOTAL NSN							
TOTAL OTHER							
<u>DESK ATTACHMENTS, EXECUTIVE WOOD</u>							
7110-00-902-8375							
7110-00-902-8374							
TOTAL NSN							
TOTAL OTHER							
<u>DESK ATTACHMENT, GENERAL OFFICE, GRAY STEEL</u>							
7110-00-143-0902							
TOTAL NSN							
TOTAL OTHER							

Item	Present Inventory	Requiring Replacement	Replaced By Repair	Needs (+ or -) (Mgmt. Factors)	Net New Acquisition	Catalog Price	Total Expense Plan
<u>Stand, Office machine</u>							
7110-00-143-0825							
7110-00-151-6485							
7110-00-262-6654							
7110-00-601-9835							
7110-00-601-9849							
7110-00-685-5534							
TOTAL NSN							
TOTAL OTHER							
<u>Stand, Telephone</u>							
7110-00-601-9832							
7110-00-601-9841							
7110-00-601-9847							
TOTAL NSN							
TOTAL OTHER							
<u>Bin, Storage and display</u>							
7125-00-270-7720							
7125-00-270-7722							
TOTAL NSN							
TOTAL OTHER							
<u>Costumer, Wearing apparel</u>							
7195-00-132-6642							
TOTAL NSN							
TOTAL OTHER							
<u>Locker, Clothing</u>							
7125-00-680-2764							
7125-00-753-6238							
7125-00-530-1938							
7125-00-543-7124							
TOTAL NSN							
TOTAL OTHER							

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<u>Item</u>	<u>Present Inventory</u>	<u>Requiring Replacement</u>	<u>Replaced By Repair</u>	<u>Needs (+ or -) (Mgmt. Factors)</u>	<u>Net New Acquisition</u>	<u>Catalog Price</u>	<u>Total Expense Plan</u>
<u>Table, Office</u>							
7110-00-113-0448							
7110-00-113-0454							
7110-00-113-0507							
7110-00-113-0509							
7110-00-113-0521							
7110-00-113-0595							
7110-00-113-0633							
7110-00-143-0820							
7110-00-143-0821							
7110-00-143-0822							
7110-00-149-2044							
7110-00-149-2045							
7110-00-177-4901							
7110-00-264-5236							
7110-00-267-6980							
7110-00-823-7675							
7110-00-958-0780							
TOTAL NSN							
TOTAL OTHER							
<u>Table, Occasional</u>							
7110-00-926-6702							
7110-00-993-5073							
TOTAL NSN							
TOTAL OTHER							
<u>Wardrobe</u>							
7105-00-151-6575							
7105-00-269-9217							
7105-00-275-6224							
7105-00-764-5162							
7105-00-764-5193							
TOTAL NSN							
TOTAL OTHER							

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ATTACHMENT
12



DEC 18 1979

The Federal Supply Service of the General Services Administration has the mission of developing agencies' requirements, including performance characteristics, for common-use commercially available products.

Typewriters, a high-dollar-volume, common-use product, provide a productive area for potential cost savings to agencies and to taxpayers. The Federal Supply Service has developed the enclosed questionnaire to determine agencies' electric typewriter requirements. Enclosed is a copy of a letter sent to a key official in your agency which explains our objectives.

To ensure that the typewriters, which will be procured by GSA, will meet your agency's requirements, we need specific information about probable quantities and necessary features. A competitive procurement, as you know, requires the best estimate of your total requirements so that minimum quantity guarantees can be made to industry in making a solicitation. To obtain the needed information, we need answers to the items in the enclosed questionnaires.

Our questionnaires state the data will be used for planning the FY 1980 acquisition. This is no longer appropriate in view of the slippage in this project. The information you provide in these questionnaires will be used to plan acquisitions to meet your requirements for FY 1981. Until then, agencies should continue to purchase typewriters under the current systems.

Included with the survey questionnaires are the proposed commercial item descriptions for single element and typebar electric typewriters. These descriptions were instrumental in formulating the questionnaires. If you

have comments on the commercial item descriptions, they can be forwarded now or at the time you submit your completed questionnaires.

Your cooperation is greatly appreciated. It will help the Federal Supply Service do a better job serving the Federal Government and the taxpayer, and help maximize the value of your agency's budget dollars.

Please insure that the enclosed questionnaires are returned directly to the address in the upper right corner of the questionnaires within 90 days from date of this letter. If you have any questions, please call Mr. James B. McNallen 703-557-0661, or Mr. John Foley, 703-557-1613

Sincerely,

A handwritten signature in cursive script that reads "Paul J. Caggiano".

PAUL J. CAGGIANO
Director
Office of Requirements

Enclosures



General
Services
Administration, Washington, DC 20405

NOV 16 1975

STAT

Chief, Procurement Division
Central Intelligence Agency
Washington, DC 20505

As you know, the GSA supply program has come under much criticism and review over the past few months requiring us, at GSA, to reassess many of our programs and procedures. One specific area which we have reviewed as a result of a GAO audit report is our Multiple Award Schedule program.

One of the government's largest volume purchases (approximately \$50 million per year) made through our multiple award schedules system is typewriters. As a result of our review, as well as GSA's efforts to comply with OMB's FY 80 directive to reduce overhead throughout government, I have decided to revise our method for acquiring typewriters.

We are developing a Life Cycle Cost (LCC) approach to evaluating typewriter bids and will buy typewriters by definite quantity procurements, using Commercial Item Descriptions, based upon this LCC method.

To accomplish this objective, it is essential that the Federal Supply Service and all agencies work together so that each agency will be able to acquire the common-use goods and services it needs to fulfill its mission at the lowest possible cost. To facilitate the accomplishment of these goals the Federal Supply Service will change, where appropriate, the method of supply for high-dollar-value, common-use items from a multiple award approach to a more intensive competitive approach.

Typewriters, an important, costly, common-use item, are the first major product targeted for action. Several state governments have demonstrated that significant cost savings can be realized through increased competition in this area. Additionally, the General Accounting Office has recommended that efforts should be intensified to identify products, currently supplied on a multiple award basis, which can be acquired more competitively.

Page 2

The purpose of this letter is to alert you and your agency and to solicit your support and cooperation in this effort. I understand a meeting of Federal Administrative Service Officers Group (FASOG) was held earlier this year, at which time your agency's principal administrative officer was briefed on this proposal. I realize this change in the method of acquiring typewriters might cause your agency some concern at first. However, in the long run, I believe it will prove to be as satisfactory for the using agencies as the present system. It will certainly produce high dollar savings to the taxpayer, as well as assist the overall economy through greater competition in the market place.

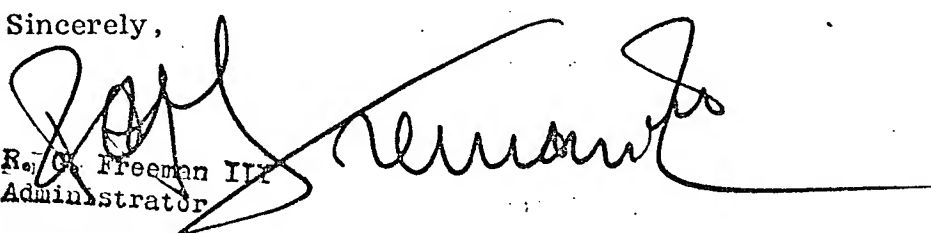
Our first step must be to collect information on agencies' typewriter requirements. This will be accomplished through a survey which is explained in the enclosed material. The benefits will be the cost savings realized by your agency and by the Federal Government as a whole. However, of equal concern is the development of procurement techniques which will result in obtaining typewriters not only at a lower cost, but also of satisfactory quality. The accurate and timely completion of the enclosed questionnaires by your agency will help ensure that both objectives are achieved.

I am enclosing a set of the typewriter survey materials which will be sent within two weeks to logistics personnel within your organization (enclosures). We need your assistance in getting your agency to submit the necessary data within 90 days from the date of this letter.

If you have any questions about this plan, please contact Mr. Paul Caggiano, Director, Office of Requirements, Federal Supply Service (FRR), Washington, DC 20406, or call him on 703-557-1733.

Thank you for your help.

Sincerely,


R. C. Freeman III
Administrator

Enclosures